USER MANUAL

HIV/AIDS NATIONAL DISEASE MANAGEMENT SYSTEM (HIVNDMS)

VERSION V1.0

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How to Read this Manual

This operator manual is arranged according to functionality grouping. All the similar category functionalities are arranged in different tabs. So the manual also covers each tab in each chapter.

However, in order to have a HEAD START, the manual explains some of basic terminologies, basic features of the system. These are explained in Chapter 1 and Chapter 2.

From Chapter 3 onwards, the manual explains all the features of the system starting with 'Basic Information'.

In the last two chapters, the manual also explains about how to generate reporting and how to administer the system.

Chapter 1 - Introduction

1. Overview

Welcome to HIV National Disease Management System (HIVNDMS). If you are reading this manual, that means you have decided to know about the system; how to enter data, how to generate report and many others.

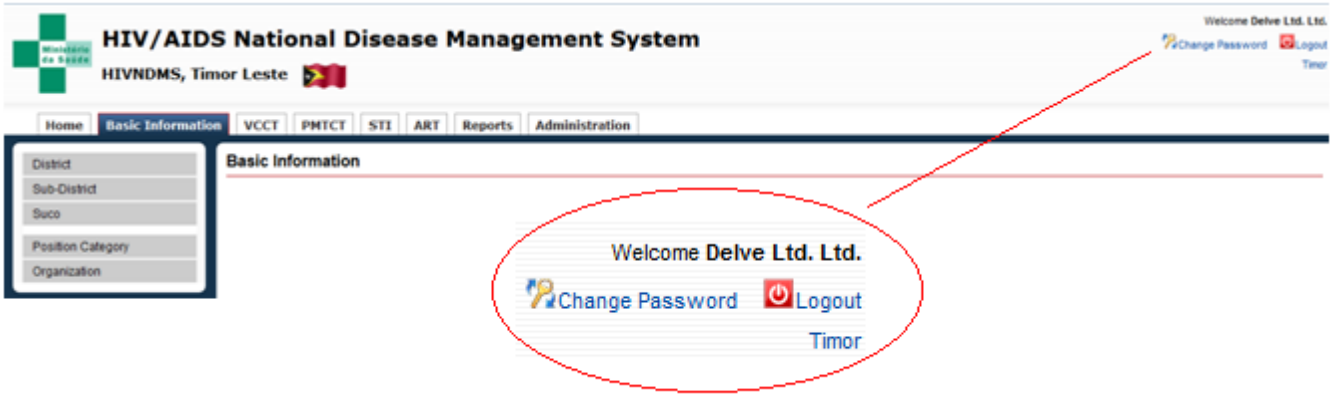
HIVNDMS is a tool to capture data from VCCT register, ART register, STI and PMTCT monthly reporting formats. The system can also generate various types of reports; such as, list of VCCT clients from VCCT register, HIV+ve patients from ART register, and many other programmatic reports.

So, before you begin, let's take some time to explore the HIV National Disease Management System (HIVNDMS) tool (software/application) and learn about the basic features of navigation and transaction entry. This chapter provides an overview of the system and describes the elementary features of HIVNDMS.

2. Basic Features

a. User Information

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the logged in user information at the top right corner of the system as shown below:

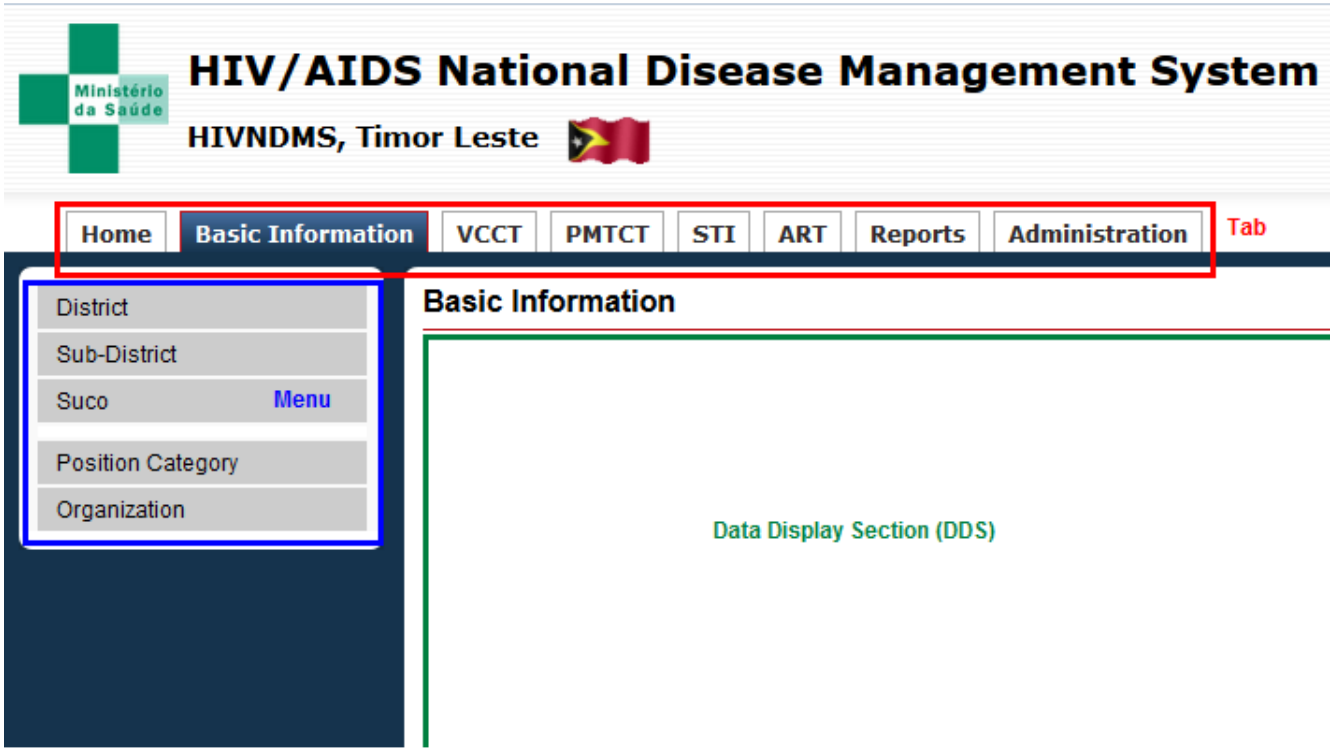


b. Tabs, Menus, and Data Display Section

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the tabs, menus, and data display section. Tabs are the collection of menus of related functionalities; whereas a Menu indicates a specific functionality under a tab. Such as, all types of reports are available under tab 'Report' and this report tab will have all the report menus; like VCCT Report, STI Report etc.

Data Display Section (DDS) is the area where system will display the data; either for viewing or for adding a new record.

All these features are shown in below image:

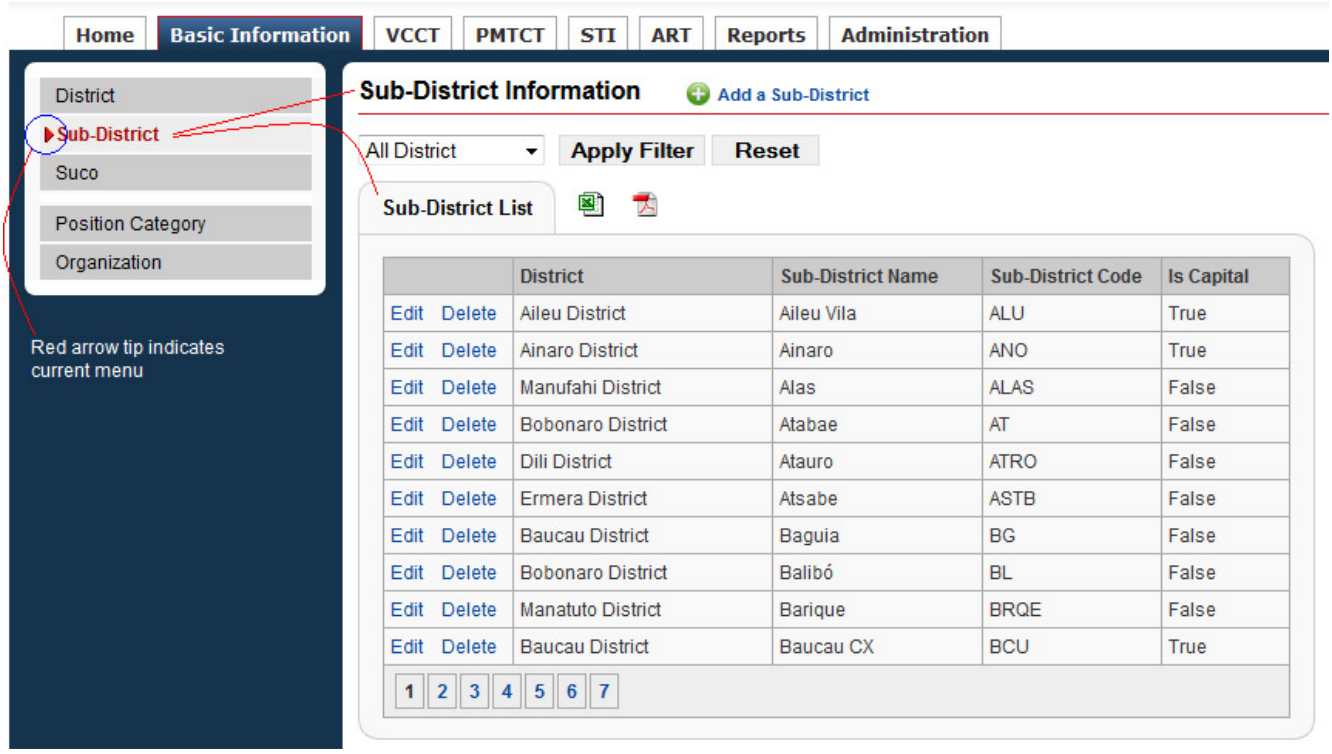


c. Page and Current Menu

Once you log into the system and click on a menu, then something appears on the right side of menu. This is called Page. Every menu will show a different page once it is clicked. However, in some places in the system a page may be loaded once a button is clicked. So, a Page is something where you'd view data or attempt to enter data. This is sometimes also referred to UI (User Interface).

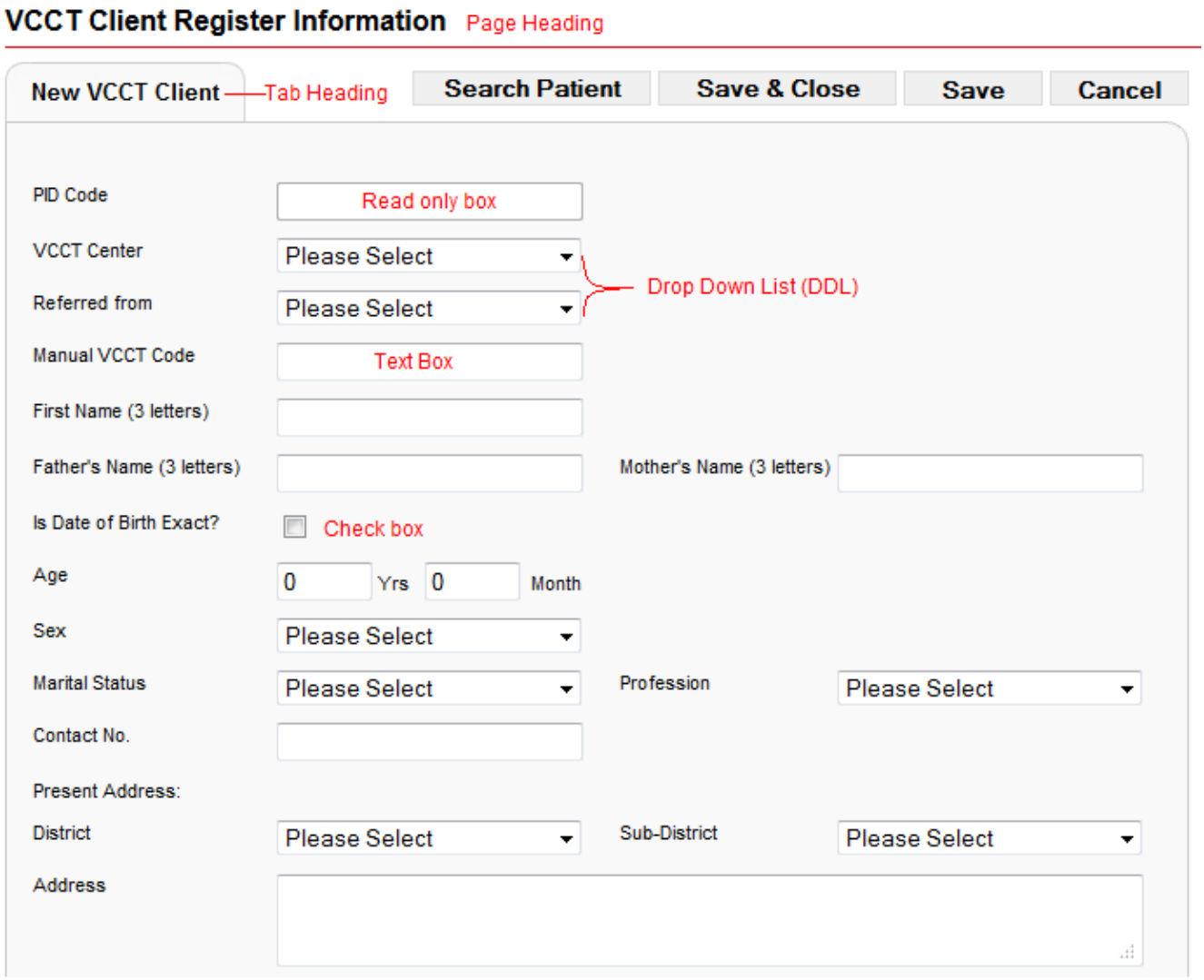
Now, when you'd click on a menu it will load the related page. Notice a black arrow tip marked beside the menu. This indicates that the current menu is the one you've just clicked.

All these features are shown in below image:



d. Label, Button, Text Box, Check Box, Date Picker, and Drop Down List

Below image shows labels, buttons, text boxes, check box, and drop down lists:



Buttons: Once clicked, it will do some action(s); such as, saving, editing etc.

Text Box: User can type text here.

Check Box: User can tick the box when appropriate.

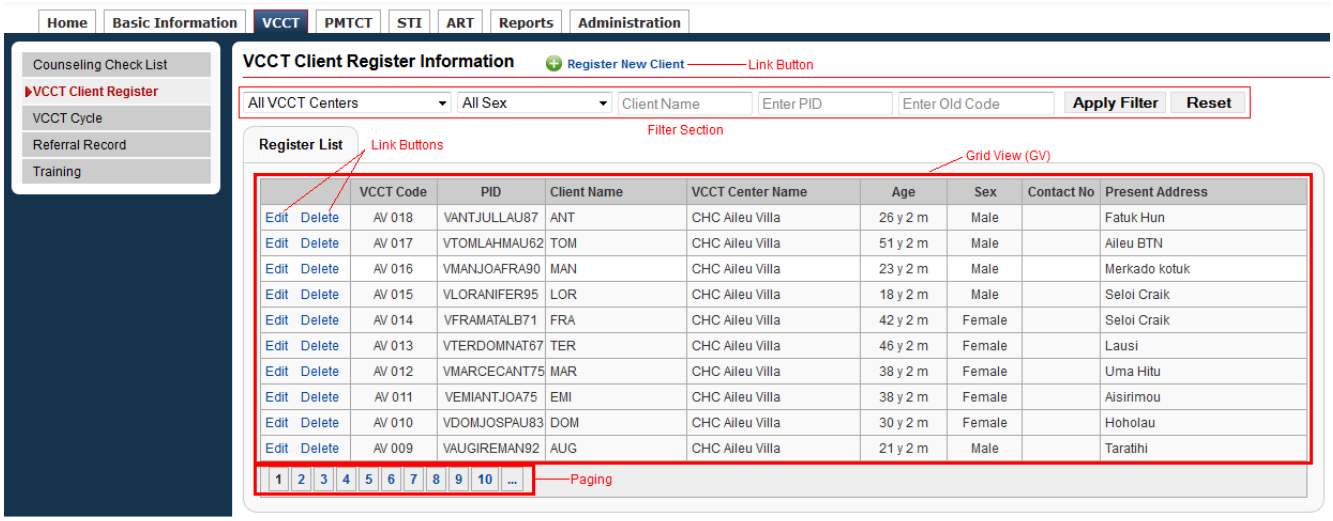
Drop Down List: User can choose one value from the given list.

Date Picker: User can enter a date in this box. If you click in this box, a date calendar will appear and then you'd be able to choose a date you want. *Please note that, the format of date is US (United States) style i.e. it will show **4 March 2012** as **'3/4/2012'**, NOT as **'4/3/2012'** i.e. in the format of 'month/day/year'!*

Read-Only Text Box: User cannot type anything but just can view the information shown by the system.

e. Grid View, Filter Section, Link Button, and Paging

Below image shows grid view, filter section, link buttons, and paging section:


Home
Basic Information
VCCT
PMTCT
STI
ART
Reports
Administration
Counseling Check List
VCCT Client Register
VCCT Cycle
Referral Record
Training
VCCT Client Register Information
Register New Client
Link Button
All VCCT Centers
All Sex
Client Name
Enter PID
Enter Old Code
Apply Filter
Reset
Filter Section
Register List
Link Buttons
Grid View (GV)
VCCT Code
PID
Client Name
VCCT Center Name
Age
Sex
Contact No
Present Address
Edit Delete AV 018 VANTJULLAU87 ANT CHC Aileu Villa 26 y 2 m Male Fatuk Hun
Edit Delete AV 017 VTOMLAHMAU62 TOM CHC Aileu Villa 51 y 2 m Male Aileu BTN
Edit Delete AV 016 VMANJOAFRA90 MAN CHC Aileu Villa 23 y 2 m Male Merkado kotuk
Edit Delete AV 015 VLORANIFER95 LOR CHC Aileu Villa 18 y 2 m Male Seloi Craik
Edit Delete AV 014 VFRAMATALB71 FRA CHC Aileu Villa 42 y 2 m Female Seloi Craik
Edit Delete AV 013 VTERDOMNAT67 TER CHC Aileu Villa 46 y 2 m Female Lausi
Edit Delete AV 012 VMARCECANT75 MAR CHC Aileu Villa 38 y 2 m Female Uma Hitu
Edit Delete AV 011 VEMIANTJOA75 EMI CHC Aileu Villa 38 y 2 m Female Aisirimou
Edit Delete AV 010 VDOMJOSPAU83 DOM CHC Aileu Villa 30 y 2 m Female Hoholau
Edit Delete AV 009 VAUGIREMAN92 AUG CHC Aileu Villa 21 y 2 m Male Taratihi
1 2 3 4 5 6 7 8 9 10 ...
Paging

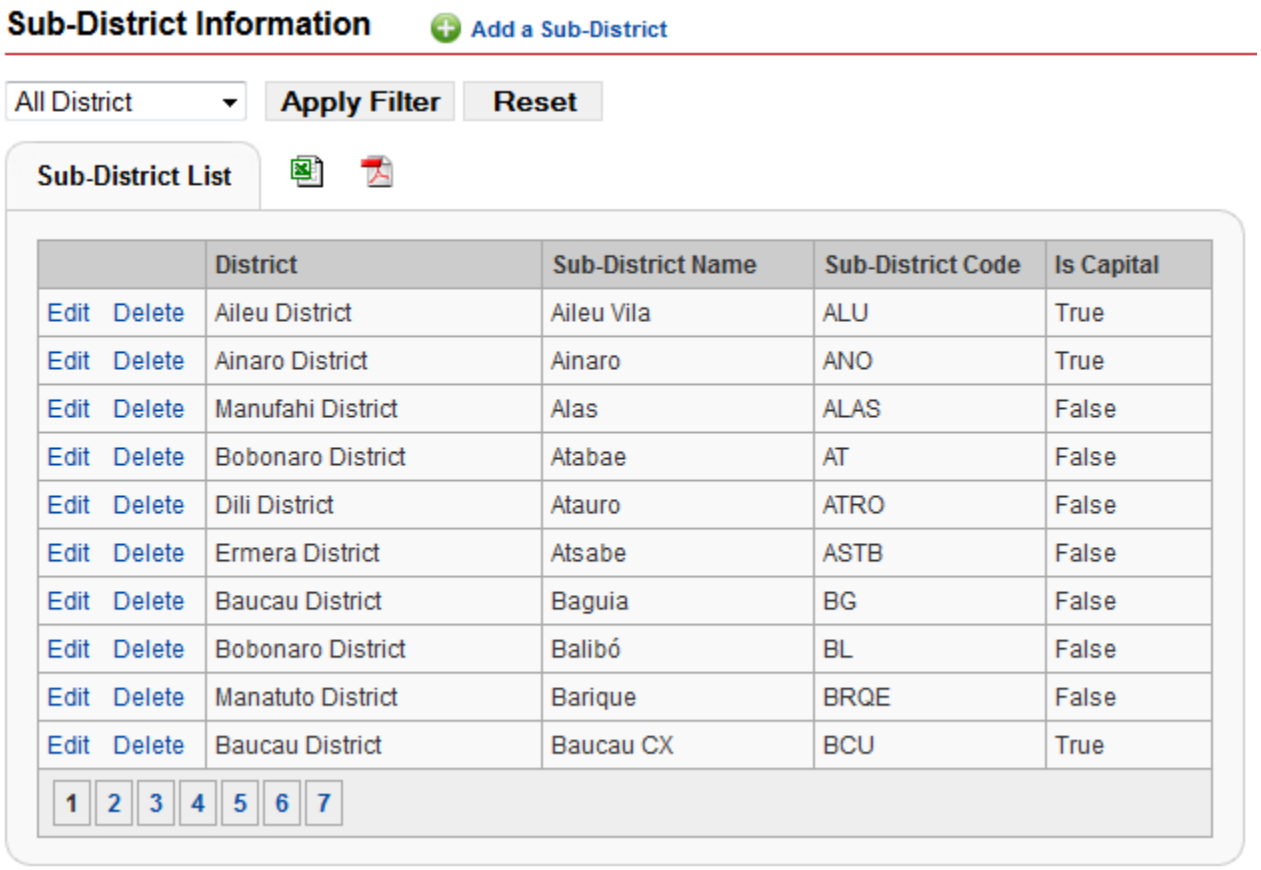
Grid View (GV): A list where data are displayed

Link Button: Similar to normal button i.e. when clicked, an action is done such as save, edit etc.

> **Add a Sub District**: Once clicked, it will load a page where you'd need to enter/type data and then do a save operation
>
> **Edit**: Once clicked, it will open existing record and then allow you to correct any existing data of that record
>
> **Delete**: Once clicked, it will delete/remove the record from system. *Care should be taken while performing this action!*

Paging: When there are many data and cannot be displayed on one page in GV, then those data are listed in multiple pages i.e. page no 2, 3, and so on

Filter Section: Normally the GV shows all the data that is available in the system. But when you'd need to see some particular data then you'd need to use this filter section. Such as, to show/see only sub districts of Dili district, you'd need to select 'Dili District' from the DDL of the filter section and then click on 'Apply Filter' button. This will load all the sub districts of Dili only. Below image shows all the sub districts of Dili district:



	District	Sub-District Name	Sub-District Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

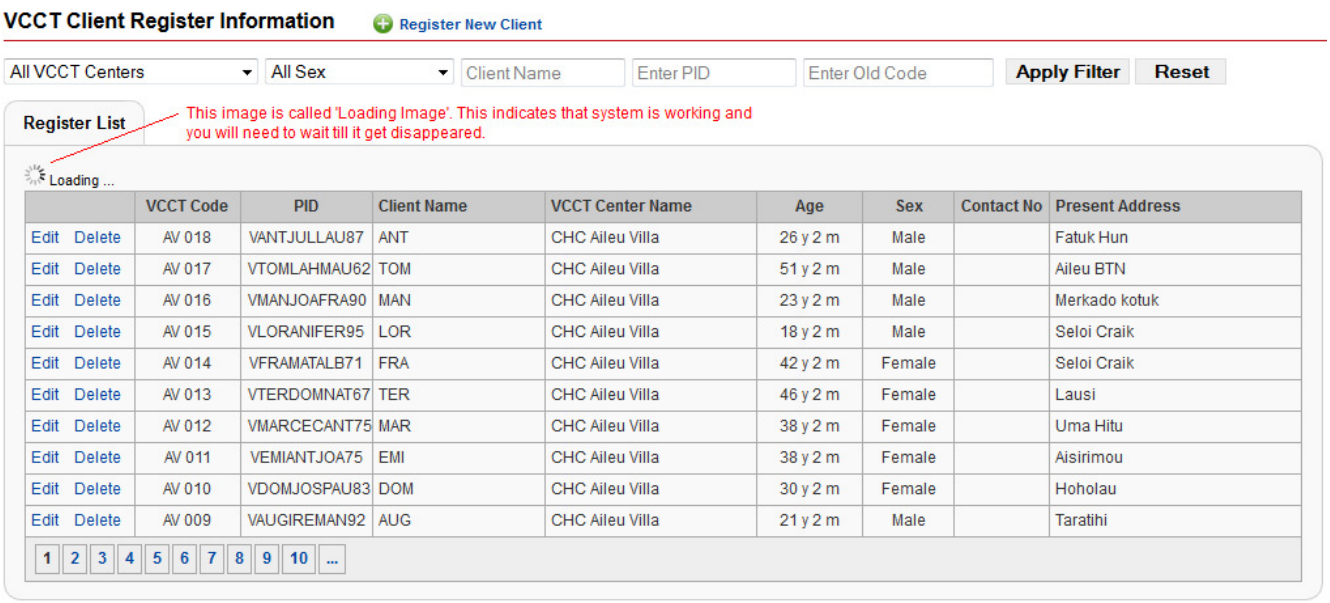
1 2 3 4 5 6 7

This is how the filter section works! There will certainly be more than one filter in the filter section in other pages. You'd just need to choose your desired filter and then do an 'Apply Filter' to show the data from system.

The 'Reset' button in the filter section will set all the filter values to 'none' or 'default'.

f. Data Loading Image

Whenever you try to load data from system, it will show an image indicating that it is now populating (downloading) data from online database and preparing to present in the GV. The image will look like as shown below:


VCCT Client Register Information
Register New Client
All VCCT Centers
All Sex
Client Name
Enter PID
Enter Old Code
Apply Filter
Reset
Register List
This image is called 'Loading Image'. This indicates that system is working and you will need to wait till it get disappeared.
Loading ...
VCCT Code
PID
Client Name
VCCT Center Name
Age
Sex
Contact No
Present Address
Edit Delete AV 018 VANTJULLAU87 ANT CHC Aileu Villa 26 y 2 m Male Fatuk Hun
Edit Delete AV 017 VTOMLAHMAU62 TOM CHC Aileu Villa 51 y 2 m Male Aileu BTN
Edit Delete AV 016 VMANJOAFRA90 MAN CHC Aileu Villa 23 y 2 m Male Merkado kotuk
Edit Delete AV 015 VLORANIFER95 LOR CHC Aileu Villa 18 y 2 m Male Seloi Craik
Edit Delete AV 014 VFRAMATALB71 FRA CHC Aileu Villa 42 y 2 m Female Seloi Craik
Edit Delete AV 013 VTERDOMNAT67 TER CHC Aileu Villa 46 y 2 m Female Lausi
Edit Delete AV 012 VMARCECANT75 MAR CHC Aileu Villa 38 y 2 m Female Uma Hitu
Edit Delete AV 011 VEMIANTJOA75 EMI CHC Aileu Villa 38 y 2 m Female Aisirimou
Edit Delete AV 010 VDOMJOSPAU83 DOM CHC Aileu Villa 30 y 2 m Female Hoholau
Edit Delete AV 009 VAUGIREMAN92 AUG CHC Aileu Villa 21 y 2 m Male Taratihi
1 2 3 4 5 6 7 8 9 10 ...

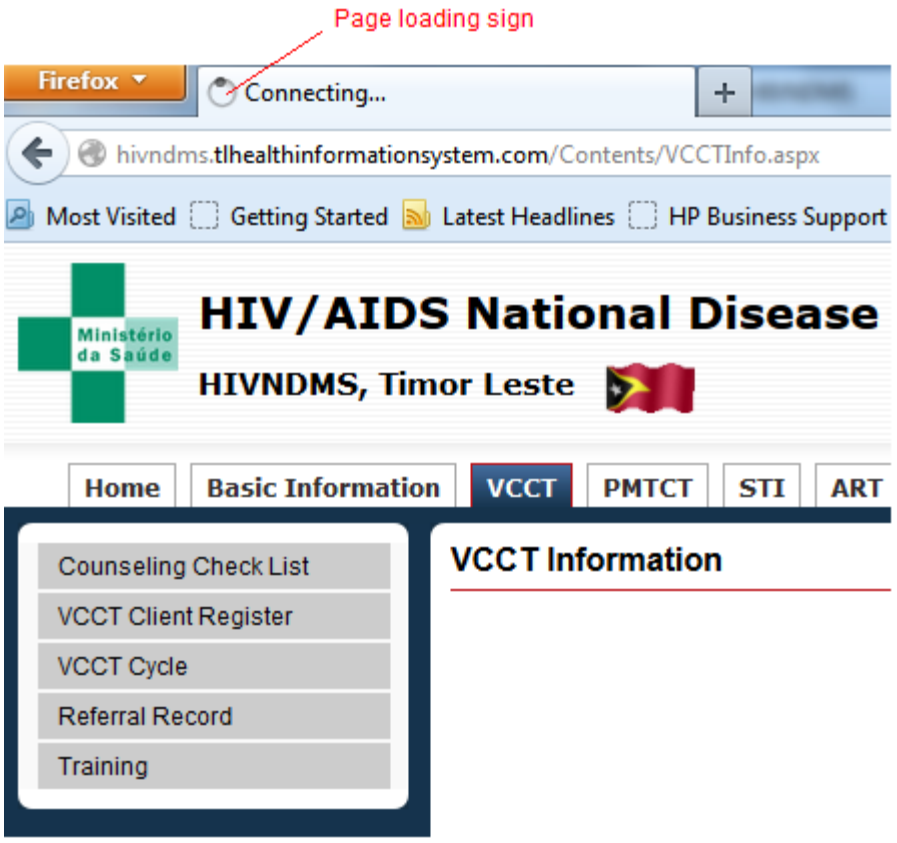
You'd see this loading image when:

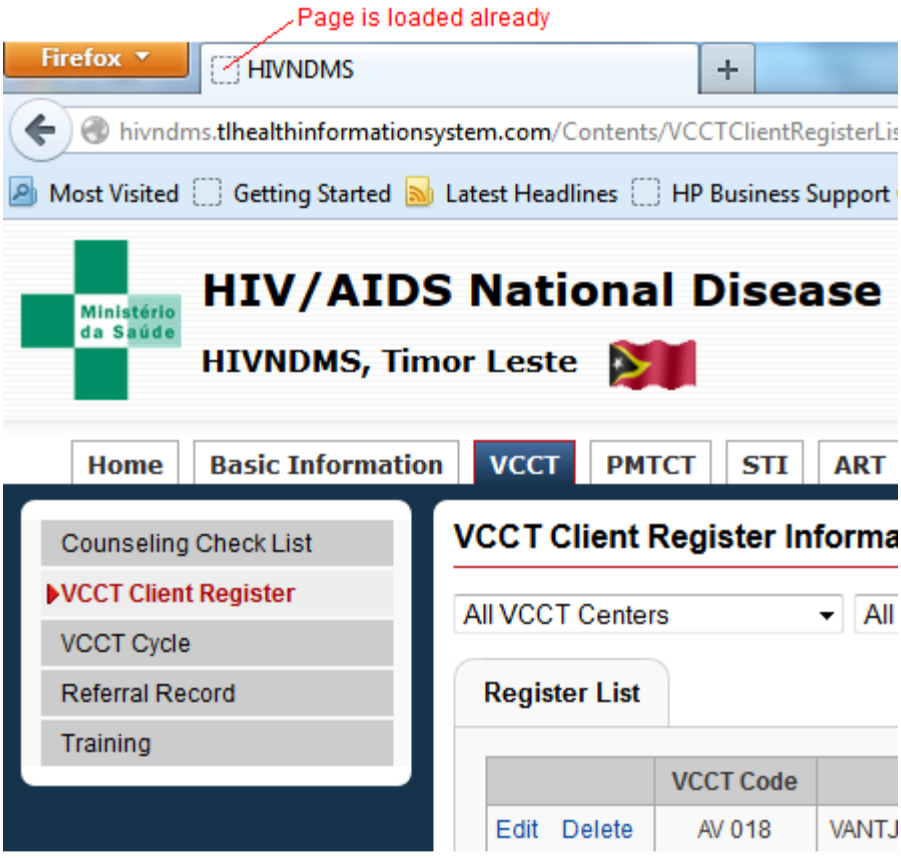
(1) You are doing an 'Apply Filter; or
(2) You select an item from district DDL. This is because, it will load sub district DDL according to selected district; or
(3) You select a report option and its associated filters get activated; or
(4) During any other situation whenever the system remains busy in getting data from online you've requested it to do

YOU SHOULD WAIT TILL THE IMAGE DISAPPEARS; BECAUSE IT IS NOT YET READY FOR YOU TO DO NEXT ACTION!

g. Page Loading Sign

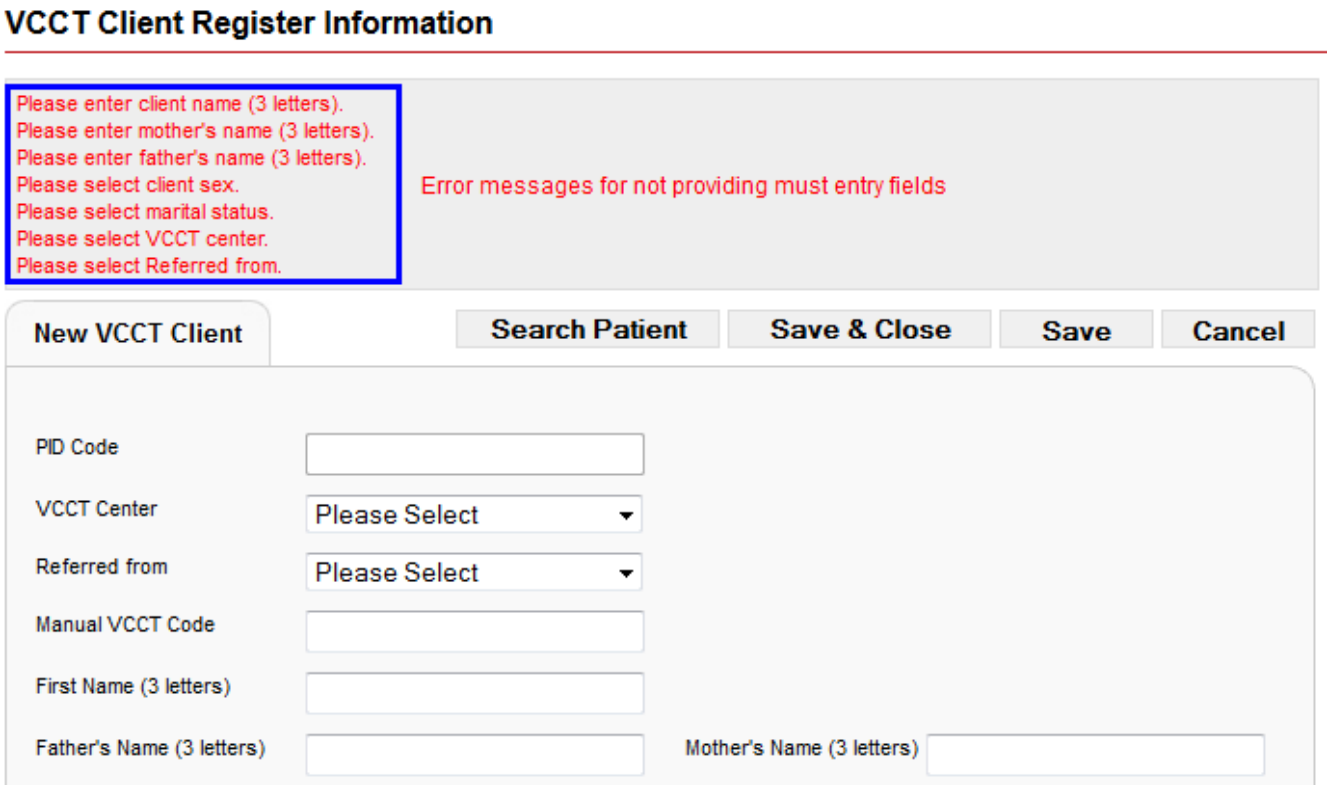
The system also remains busy from the time a page is requested and till it gets loaded fully. However, this will not show any image; but instead, it will show a small rotating circle in the browser tab heading. This is shown below:


Page loading sign
Firefox
Connecting...
hivndms.tlhealthinformationsystem.com/Contents/VCCTInfo.aspx
Most Visited
Getting Started
Latest Headlines
HP Business Support
Ministério da Saúde
HIV/AIDS National Disease
HIVNDMS, Timor Leste
Home
Basic Information
VCCT
PMTCT
STI
ART
Counseling Check List
VCCT Client Register
VCCT Cycle
Referral Record
Training
VCCT Information


Page is loaded already
Firefox
HIVNDMS
hivndms.tlhealthinformationsystem.com/Contents/VCCTClientRegisterLis
Most Visited
Getting Started
Latest Headlines
HP Business Support
Ministério da Saúde
HIV/AIDS National Disease
HIVNDMS, Timor Leste
Home
Basic Information
VCCT
PMTCT
STI
ART
Counseling Check List
VCCT Client Register
VCCT Cycle
Referral Record
Training
VCCT Client Register Informa
All VCCT Centers
All
Register List
VCCT Code
Edit
Delete
AV 018
VANTJ

h. Message for Must Entry Fields

While you'd try to save a new record, there will be some field(s) that must be provided to get the record saved into the system. If you don't provide those must entry information, the system will give you notification message. The message will be looking like shown below:



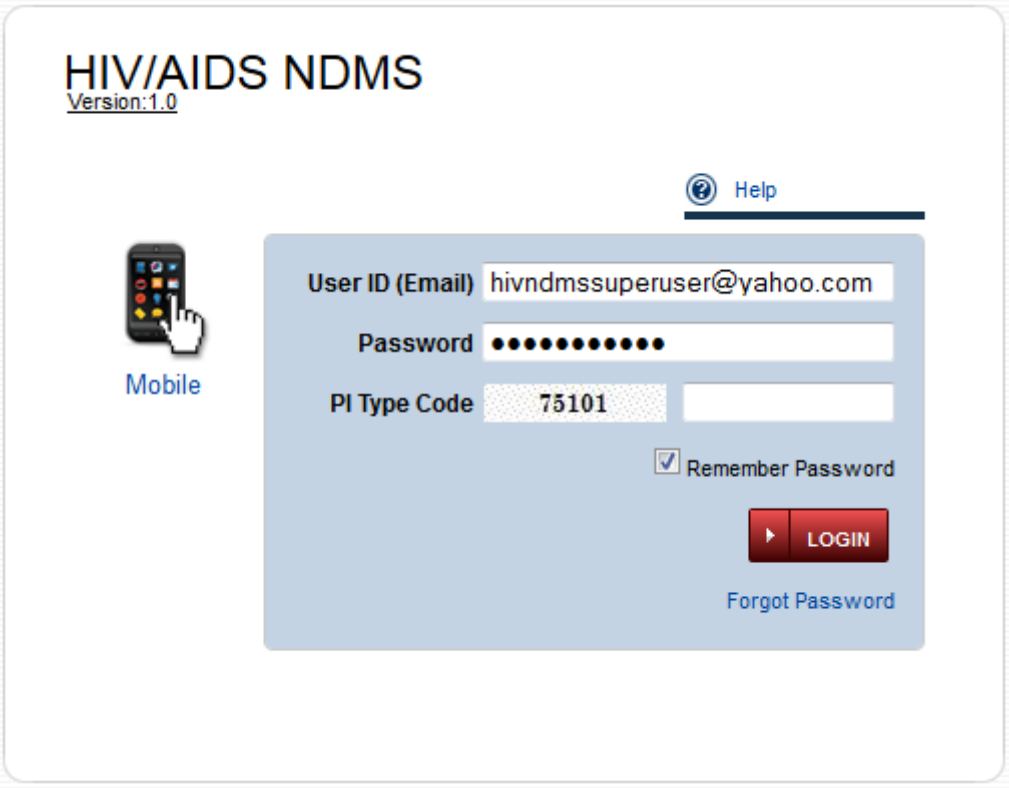
Chapter 2 – Login, Logout, and Change Password

1. Login to HIVNDMS

Please do followings to login to HIVNDMS:

(1) Open Mozilla Firefox browser (*use version 19 or later*)
(2) Then go to this link:
http://www.hivndms.tlhealthinformationsystem.com/

(3) This will load the login page as shown below:

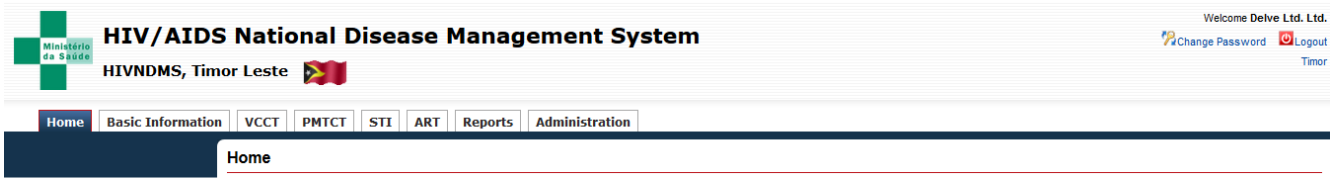


(4) Type:
User ID (Email): login user email ID (Please note, this is NOT your personal email ID! This is the ID that is used to log into the HIVNDMS)
Password: login password
Type Code: Type the digits that you can see on the screen (this is to protect your account/system from spamming)

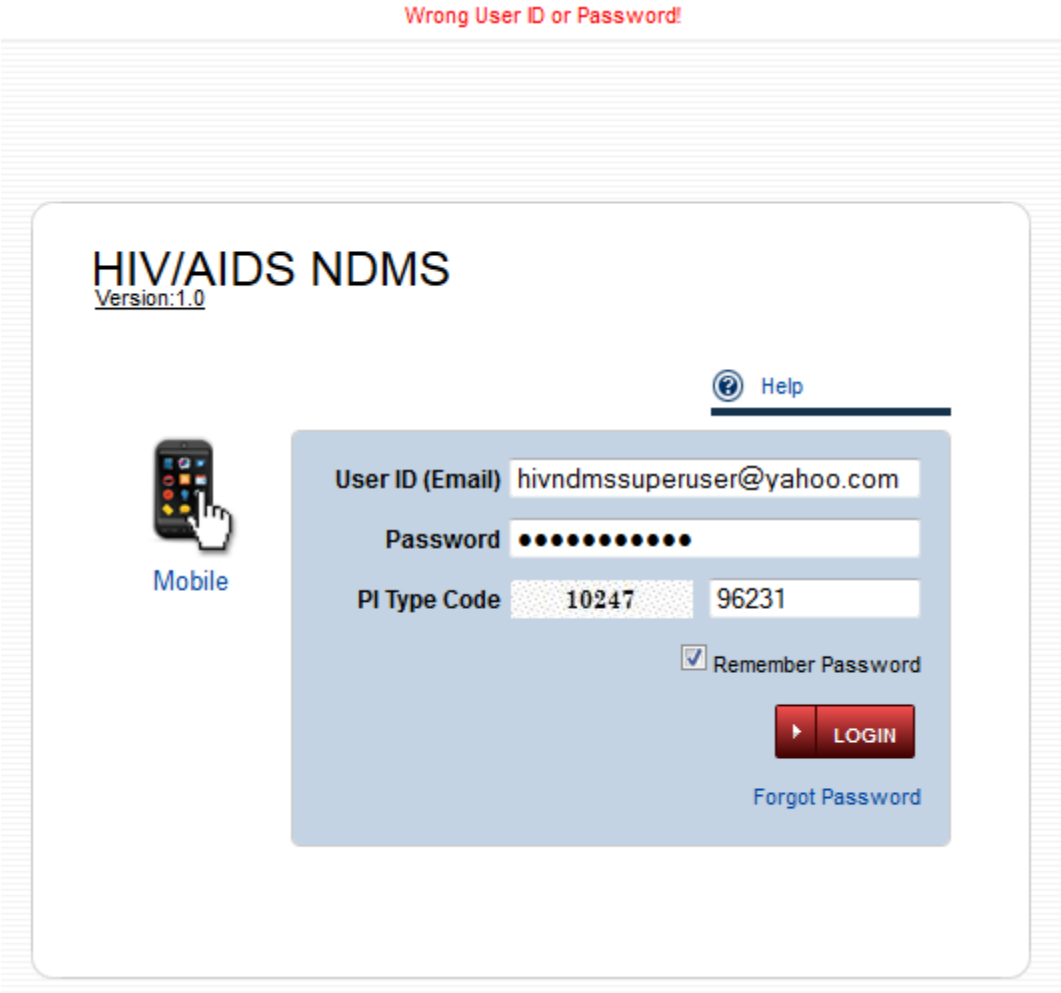
(5) You may or may not check the 'Remember Password'; but if you are not using your own laptop or desktop, it is suggested NOT TO CHECK this check box!

(6) Click 'Login' button to login to HIVNDMS and wait till you are logged in

(7) After a successful login, you'd see below page:



(8) If you've provided wrong information during login, then you'd see below message:

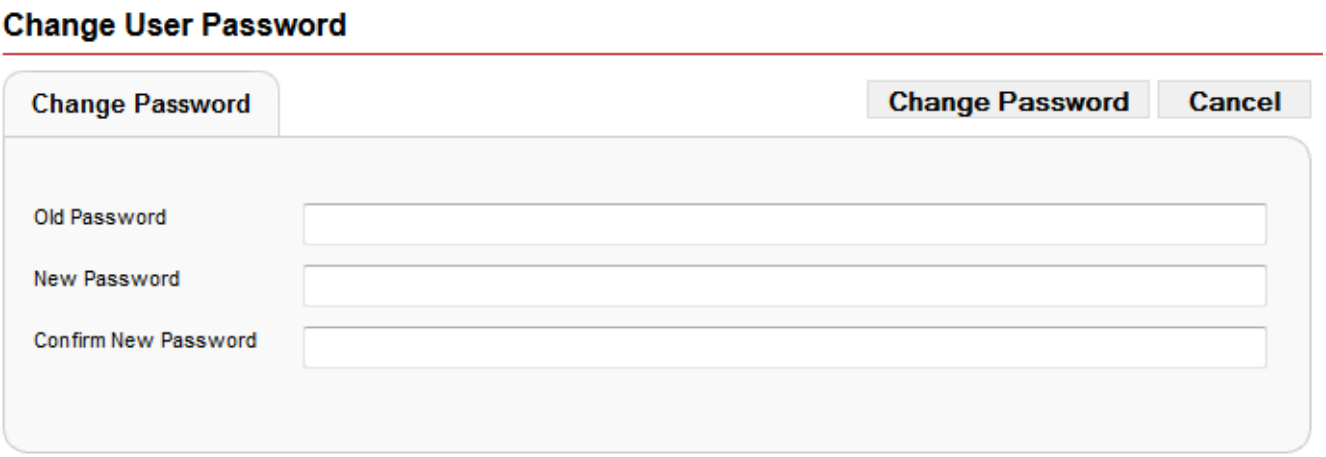


In this case you try again with correct credentials to enter into the system.

2. Change Password

Please do followings to change your password:

(1) After login, click on the 'Change Password' link button at the top right corner of the HIVNDMS
(2) This will load the change password page as shown below:



(3) Type existing password, and then your new password two times and then click on 'Change Password' button to change your new password finally

PLEASE SAVE YOUR NEW PASSWORD IN SAFE PLACE SO THAT YOU DON'T FORGET IT OR IT IS NOT DISCLOSED TO ANYONE!

3. Logout from HIVNDMS

Please do followings to logout from HIVNDMS:

(1) After login, click on the 'Logout' link button at the top right corner of the HIVNDMS
(2) This will take you out off HIVNDMS and load login page again (for next login)

Chapter 3 – Basic Information Tab

1. Overview

This tab contains the functionalities for entering basic information that are required for the system. Such as, district, sub district, staff position category etc. All these functionalities are realized by some menus. These menus are:

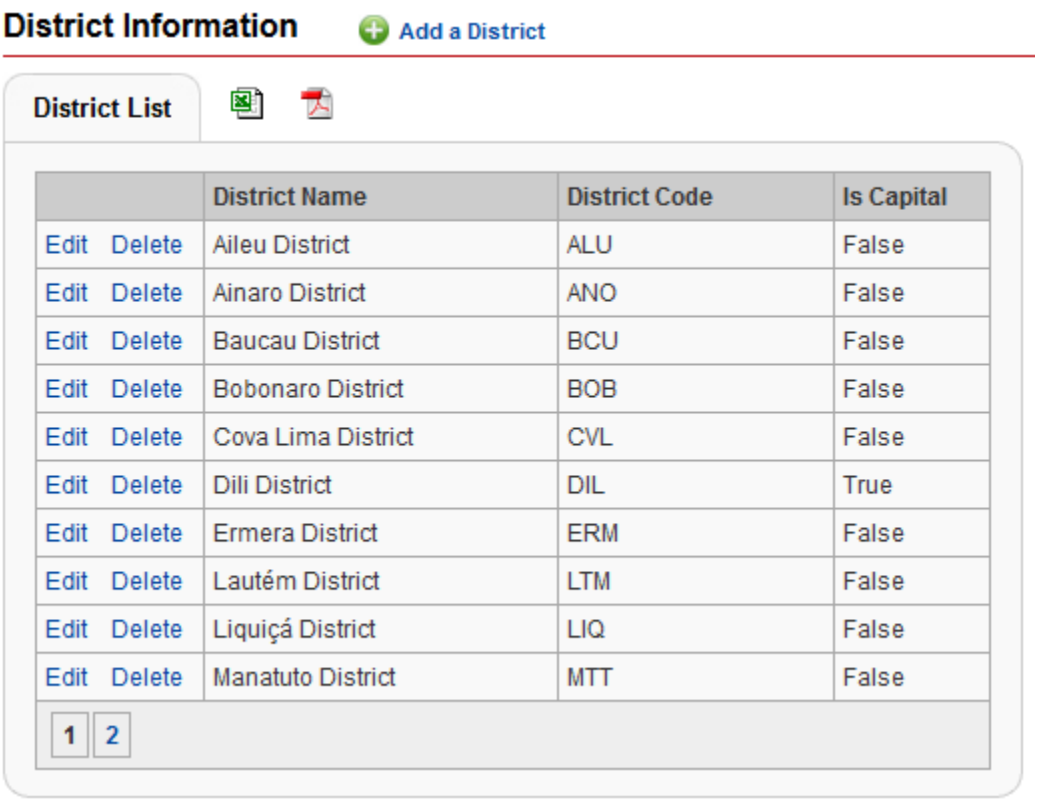
(1) District
(2) Sub District
(3) Suco
(4) Position Category
(5) Organization

If you click on 'Basic Info' tab, you'd be able to see above menus at the left and also data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

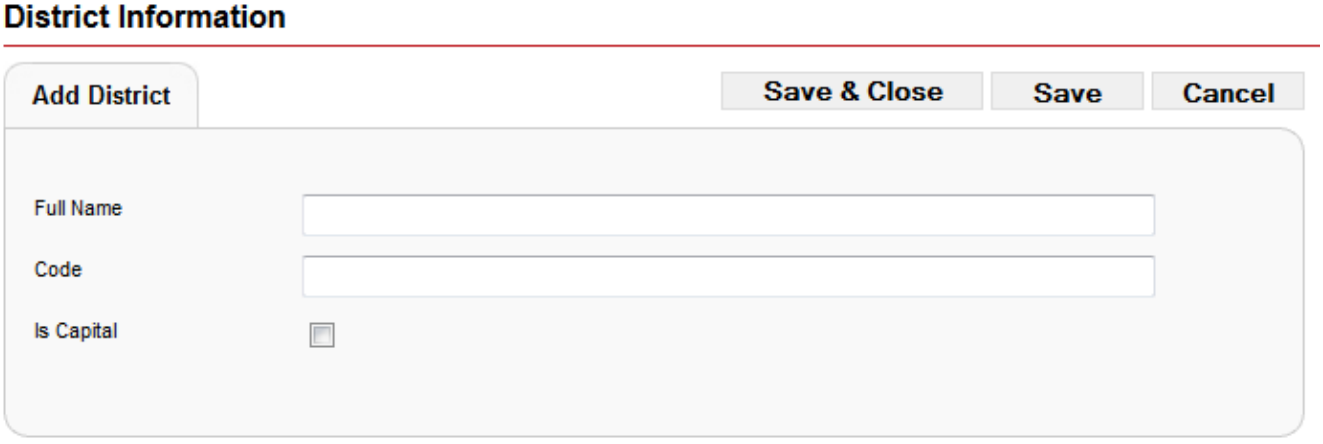
Note that, information under this tab are usually kind of one-time setting which you'd need to enter at the beginning of starting the system. Such as, you'd probably very rarely use district menu to add a new district because in not every year you'd have a new district in your country!

2. District Menu

This menu is to set up district information. Click on 'District' menu to go to district page. You'd see all the available districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the districts. The district GV will look like:


District Information
Add a District
District List
District Name
District Code
Is Capital
Edit Delete Aileu District ALU False
Edit Delete Ainaro District ANO False
Edit Delete Baucau District BCU False
Edit Delete Bobonaro District BOB False
Edit Delete Cova Lima District CVL False
Edit Delete Dili District DIL True
Edit Delete Ermera District ERM False
Edit Delete Lautém District LTM False
Edit Delete Liquiçá District LIQ False
Edit Delete Manatuto District MTT False
1 2

In order to add a new district, do followings:
(1) Click on 'Add a District' link button
(2) You'd see below page:

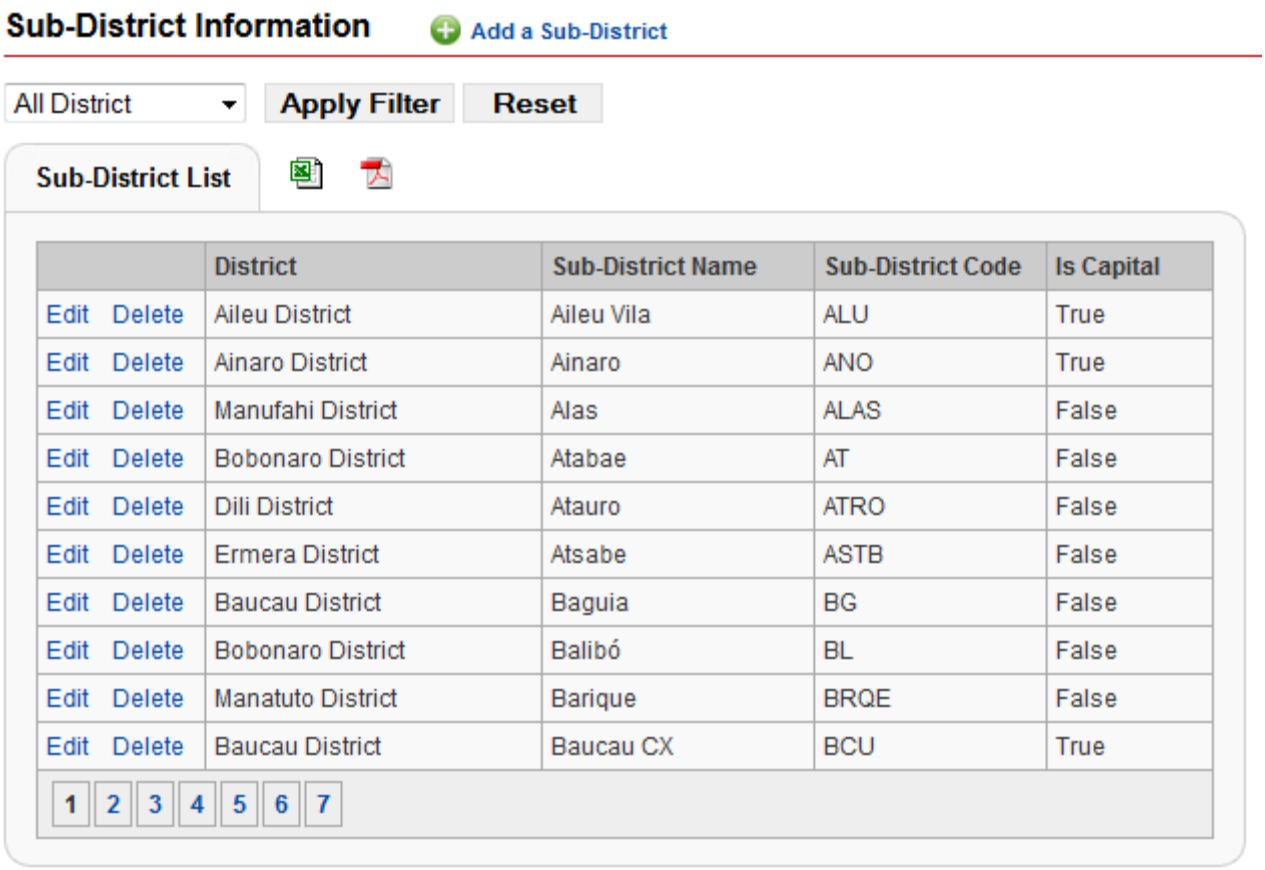


(3) Type 'Full Name', district 'Code' and then check 'Is Capital' if it is the capital of the country
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to district list GV.

3. Sub District Menu

This menu is to enter sub district information. Click on 'Sub District' menu to go to sub district page. You'd see all the available sub districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sub districts. The sub district GV will look like:

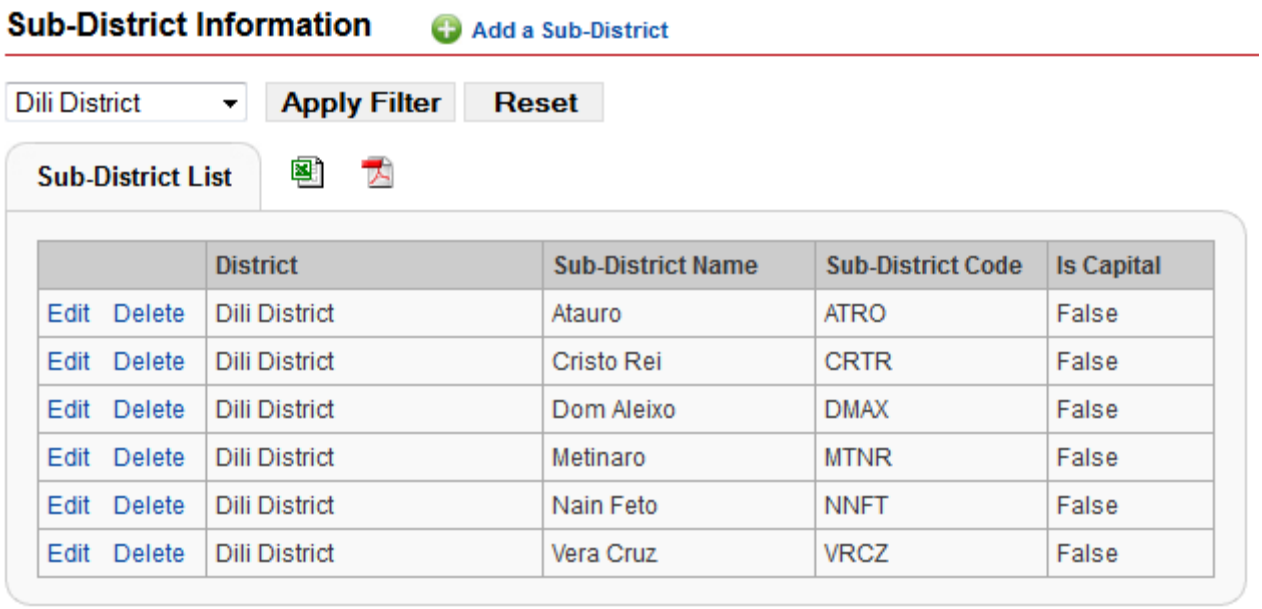


	District	Sub-District Name	Sub-District Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

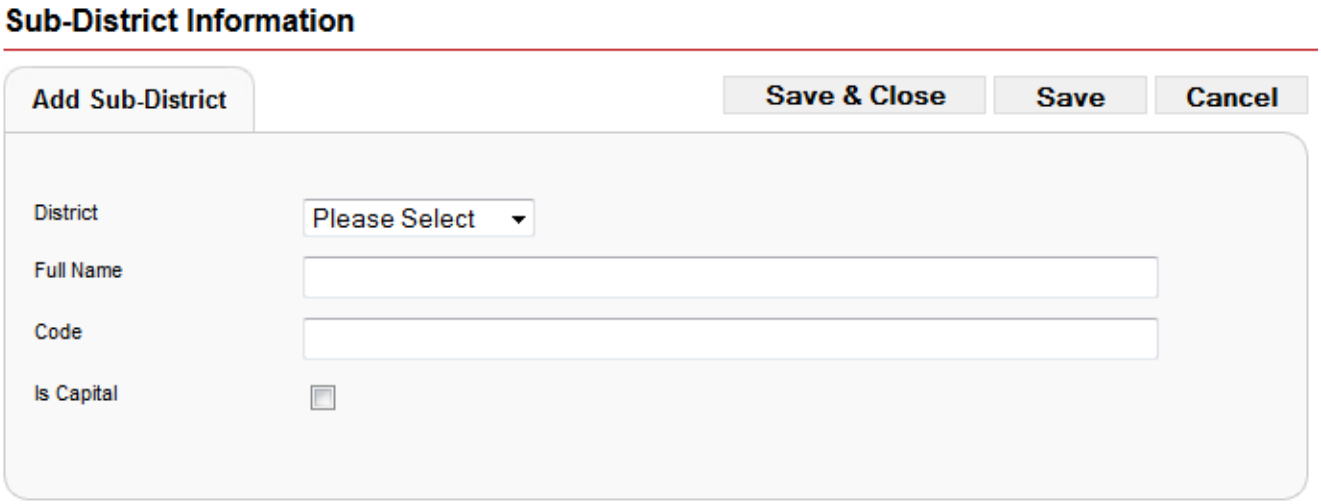
1 2 3 4 5 6 7

Note in the above GV list that, it is showing all the sub districts. At this point you may do an 'Apply Filter' to view sub district of a specific district. To do this, do followings:

(1) Select a district (say, Dili) from DDL in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all sub districts of district Dili


Sub-District Information
Add a Sub-District
Dili District
Apply Filter
Reset
Sub-District List
Edit Delete Dili District Atauro ATRO False
Edit Delete Dili District Cristo Rei CRTR False
Edit Delete Dili District Dom Aleixo DMAX False
Edit Delete Dili District Metinaro MTNR False
Edit Delete Dili District Nain Feto NNFT False
Edit Delete Dili District Vera Cruz VRCZ False

In order to add a new sub district, do followings:
(1) Click on 'Add a Sub District' link button
(2) You'd see below page:

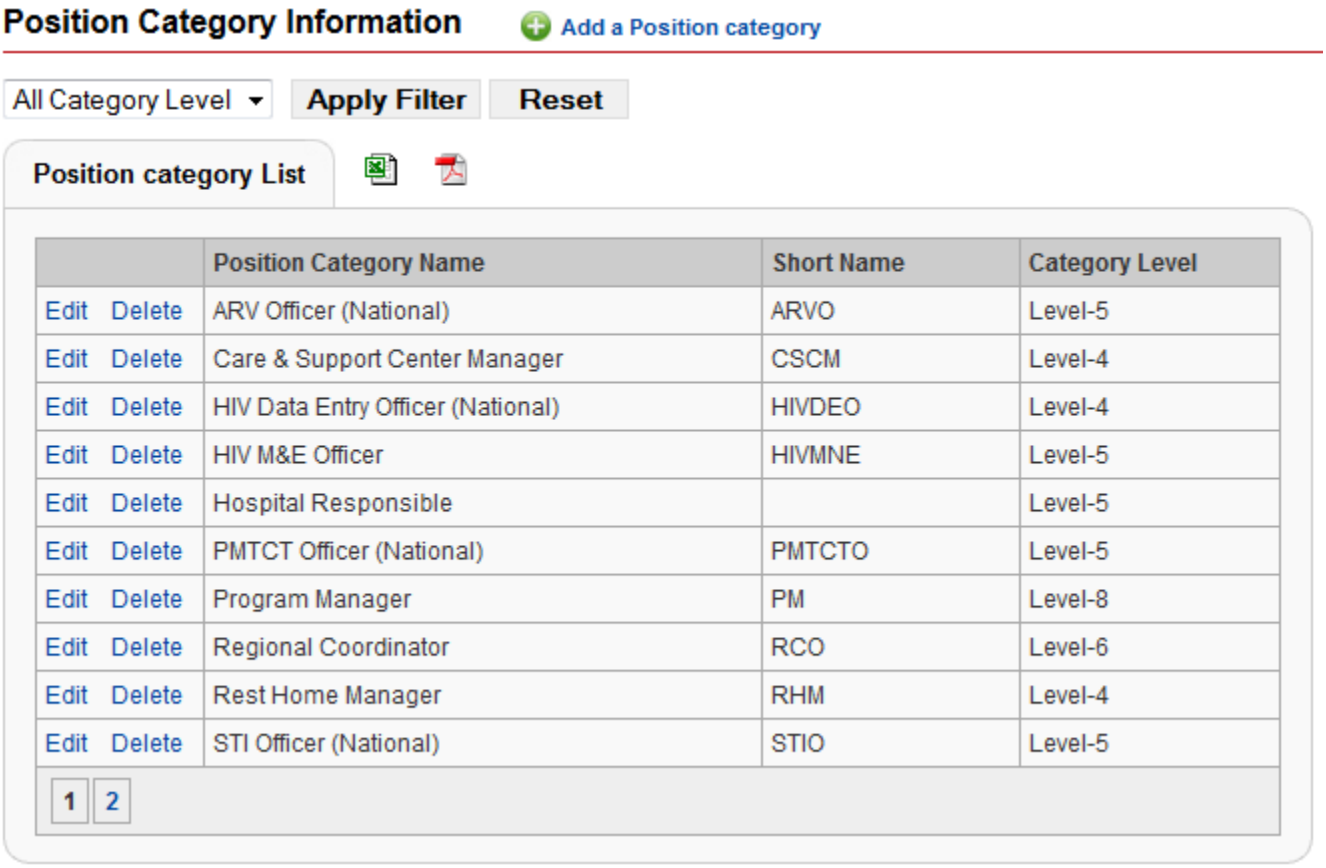


(3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

4. Position Category

This menu is to set up staffs' position category information. Click on 'Position Category' menu to go to staffs' position category page. You'd see all the available staffs' positions in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:



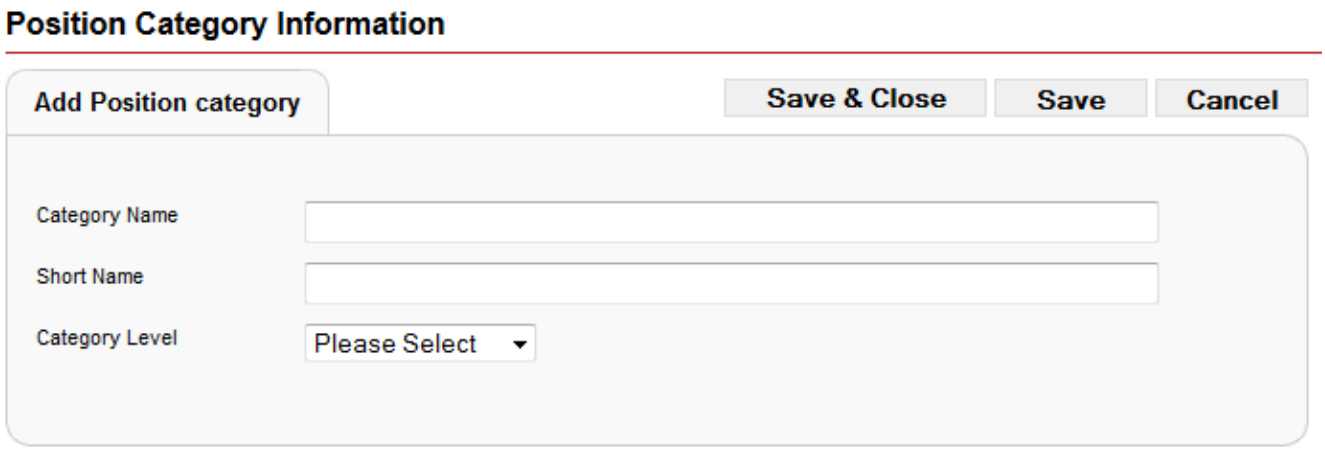
	Position Category Name	Short Name	Category Level
Edit Delete	ARV Officer (National)	ARVO	Level-5
Edit Delete	Care & Support Center Manager	CSCM	Level-4
Edit Delete	HIV Data Entry Officer (National)	HIVDEO	Level-4
Edit Delete	HIV M&E Officer	HIVMNE	Level-5
Edit Delete	Hospital Responsible		Level-5
Edit Delete	PMTCT Officer (National)	PMTCTO	Level-5
Edit Delete	Program Manager	PM	Level-8
Edit Delete	Regional Coordinator	RCO	Level-6
Edit Delete	Rest Home Manager	RHM	Level-4
Edit Delete	STI Officer (National)	STIO	Level-5

1 2

In order to add a new position category, do followings:

(1) Click on 'Add a Position Category' link button

(2) You'd see below page:

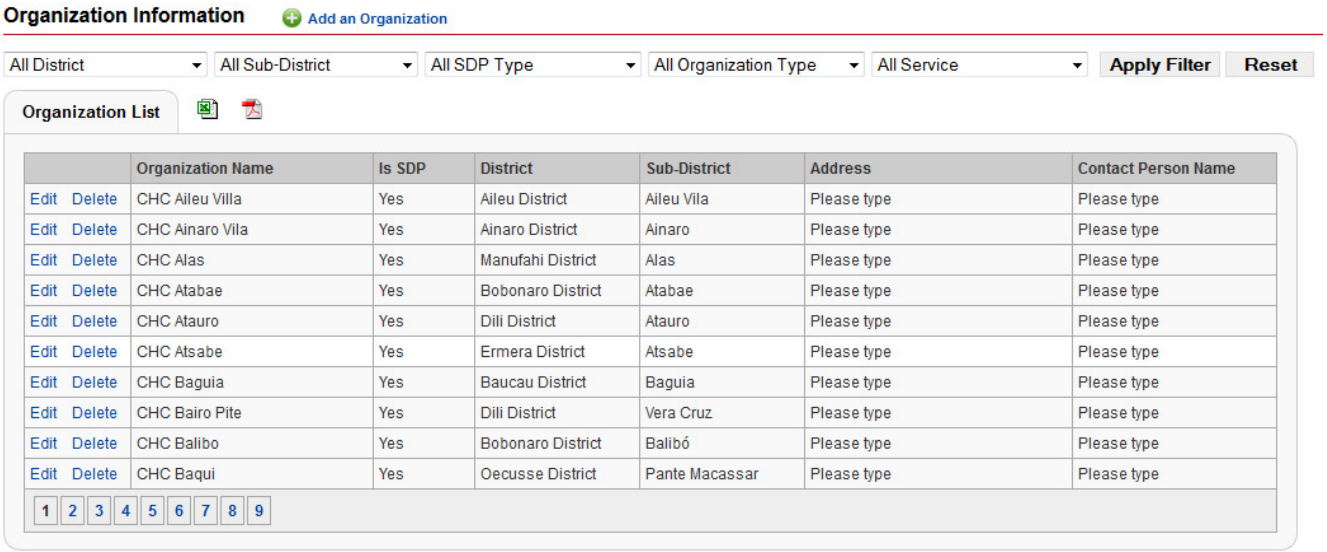


(3) Type 'Category Name', 'Short Name', and 'Category Level'
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

5. Organization

This menu is to enter organization's information. Click on 'Organization' to go to organization page. You'd see all the available organizations in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:

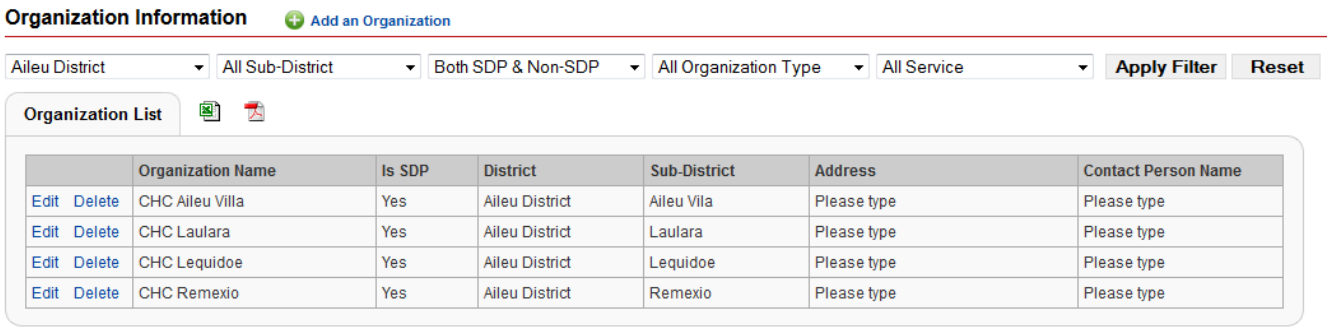


	Organization Name	Is SDP	District	Sub-District	Address	Contact Person Name
Edit Delete	CHC Aileu Villa	Yes	Aileu District	Aileu Vila	Please type	Please type
Edit Delete	CHC Ainaro Vila	Yes	Ainaro District	Ainaro	Please type	Please type
Edit Delete	CHC Alas	Yes	Manufahi District	Alas	Please type	Please type
Edit Delete	CHC Atabae	Yes	Bobonaro District	Atabae	Please type	Please type
Edit Delete	CHC Atauro	Yes	Dili District	Atauro	Please type	Please type
Edit Delete	CHC Atsabe	Yes	Ermera District	Atsabe	Please type	Please type
Edit Delete	CHC Baguia	Yes	Baucau District	Baguia	Please type	Please type
Edit Delete	CHC Bairo Pite	Yes	Dili District	Vera Cruz	Please type	Please type
Edit Delete	CHC Balibo	Yes	Bobonaro District	Balibó	Please type	Please type
Edit Delete	CHC Baqui	Yes	Oecusse District	Pante Macassar	Please type	Please type

1 2 3 4 5 6 7 8 9

At this point you may do an 'Apply Filter' to view organizations as per district, sub district, and service type. To do this, do followings:

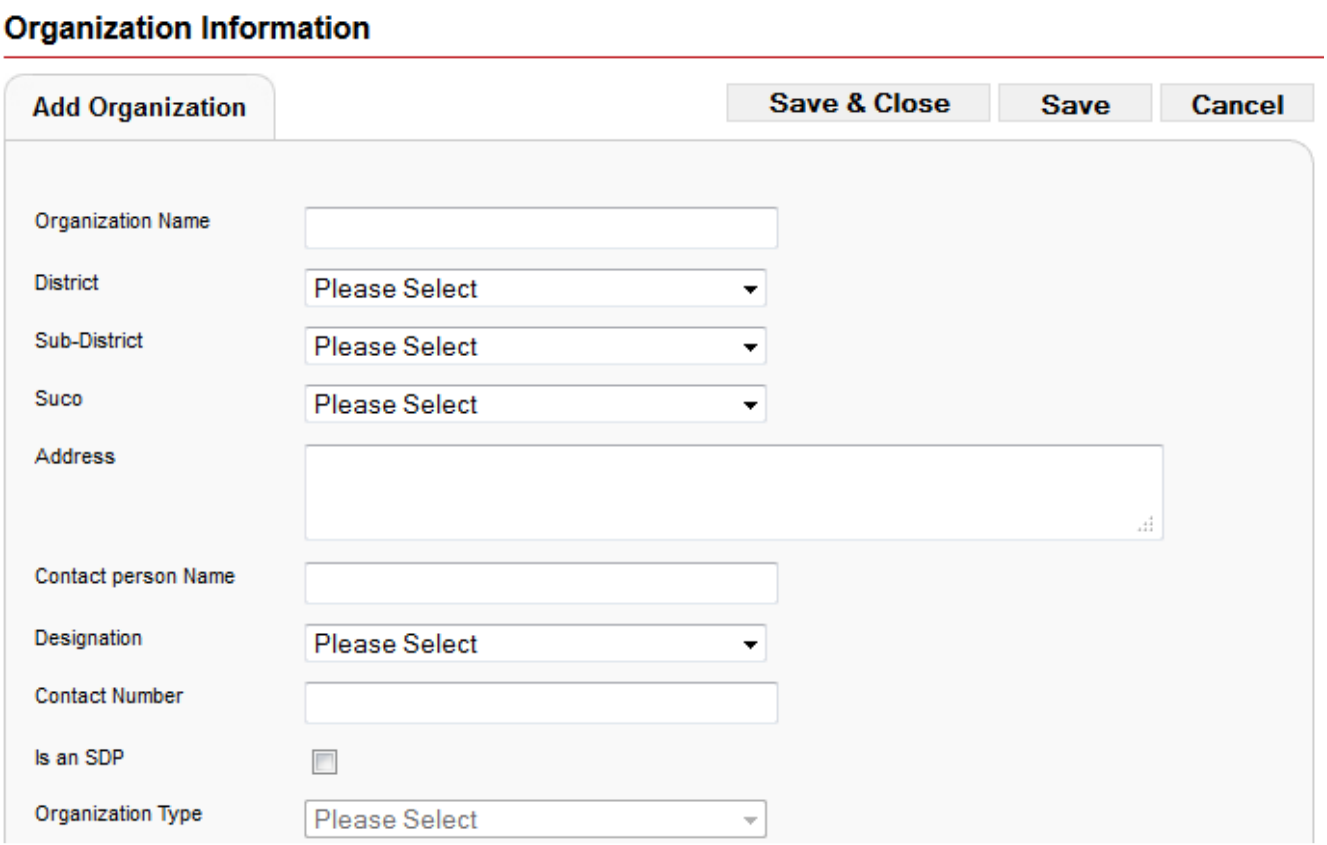
(1) Select a district (say, Aileu) from DDLs in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all organizations under district Aileu

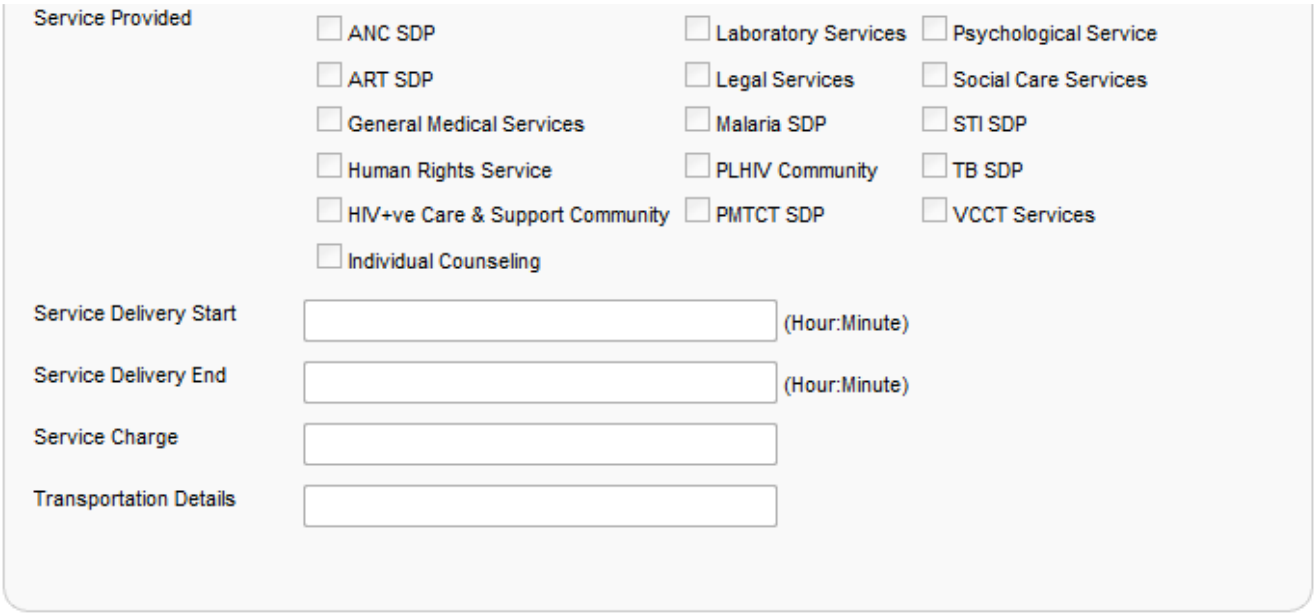


	Organization Name	Is SDP	District	Sub-District	Address	Contact Person Name
Edit Delete	CHC Aileu Villa	Yes	Aileu District	Aileu Vila	Please type	Please type
Edit Delete	CHC Laulara	Yes	Aileu District	Laulara	Please type	Please type
Edit Delete	CHC Lequidoe	Yes	Aileu District	Lequidoe	Please type	Please type
Edit Delete	CHC Remexio	Yes	Aileu District	Remexio	Please type	Please type

In order to add a new organization, do followings:

(1) Click on 'Add an Organization' link button
(2) You'd see below page:





(3) Type or select below information:
Organization Name*: Name of the organization.
District*: The district where you want to add this organization.
Sub District*: The sub district where you want to add this organization.
Suco: The suco where you want to add this organization.
Address: Address of the organization.
Contact Person Name: Name of contact person.
Designation: Designation of the contact person.
Contact Number: Contact number of the organization.
Is an SDP: Specify whether the new organization is a service delivery point.
Organization Type: This will only be enabled if you've checked 'Is an SDP'. This is to specify the type of service delivery point for this organization; such as, CHC or HNGV etc.
Service Provided: The services that the organization will provide; such as, TB, PMTCT, ANC, VCCT etc. *If you don't choose appropriate service types, you would not see the desired organization in the organization DDL. Such as, if you don't select 'TB SDP' then that organization will NOT APPEAR in the Organization Facility page GV.*
Service Delivery Start: At what time the organization starts its service.
Service Delivery End: At what time the organization ends its service.
Service Change: Amount (in US$) that is charged for each service.
Transportation Details: How to reach the organization.

Important!
Field with * marking is a mandatory field that must be provided to save an organization. If you don't provide that information, system will not save the organization and will show error message in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

Chapter 4 – VCCT Tab

1. Overview

This tab contains the functionalities for entering VCCT register and monthly follow-up data; such as, VCCT client registration, monthly follow up data etc. All these functionalities are realized by some menus. These menus are:

(1) VCCT Client Register
(2) VCCT Cycle
(3) Referral Records
(4) Training

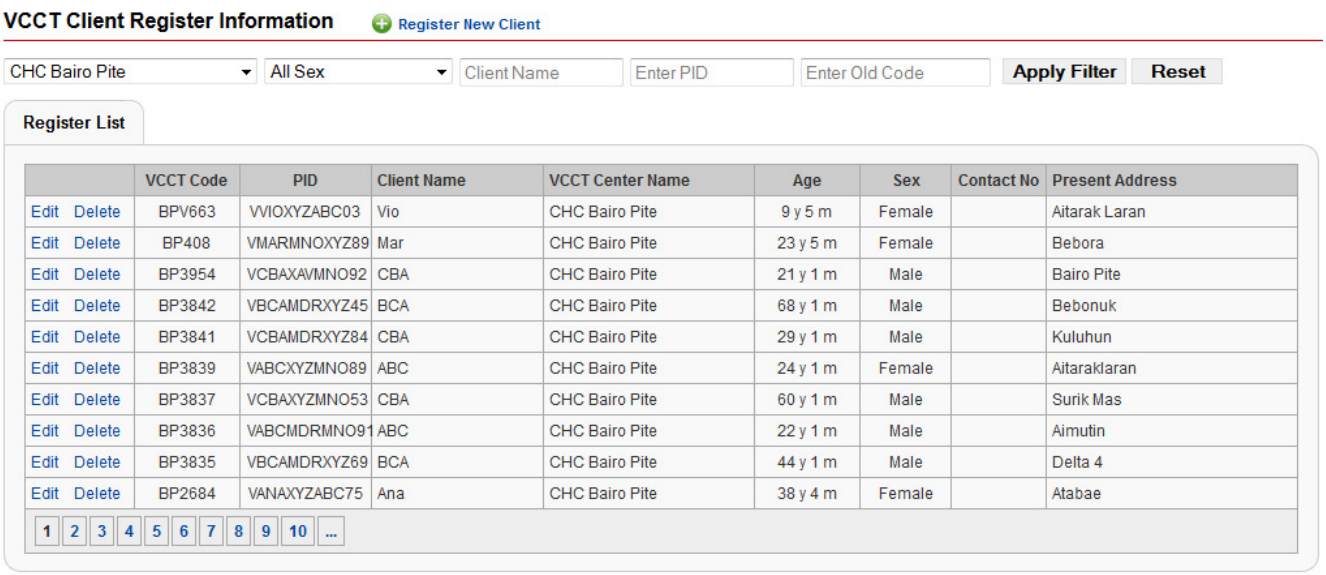
If you click on 'VCCT' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

This is the main section of the system that will be used by most users and most of the time.

2. VCCT Client Register Menu

This menu is to do client registration into VCCT register. Click on 'VCCT Client Register' menu to go to client registration page. To see the patients list of a particular registration unit do followings:

(1) Select a VCCT Center (say, CHC Bairo Pite and then click on 'Apply Filter' button.
(2) This will list all the VCCT clients from CHC Bairo Pite.
(3) The page will look like as shown below:

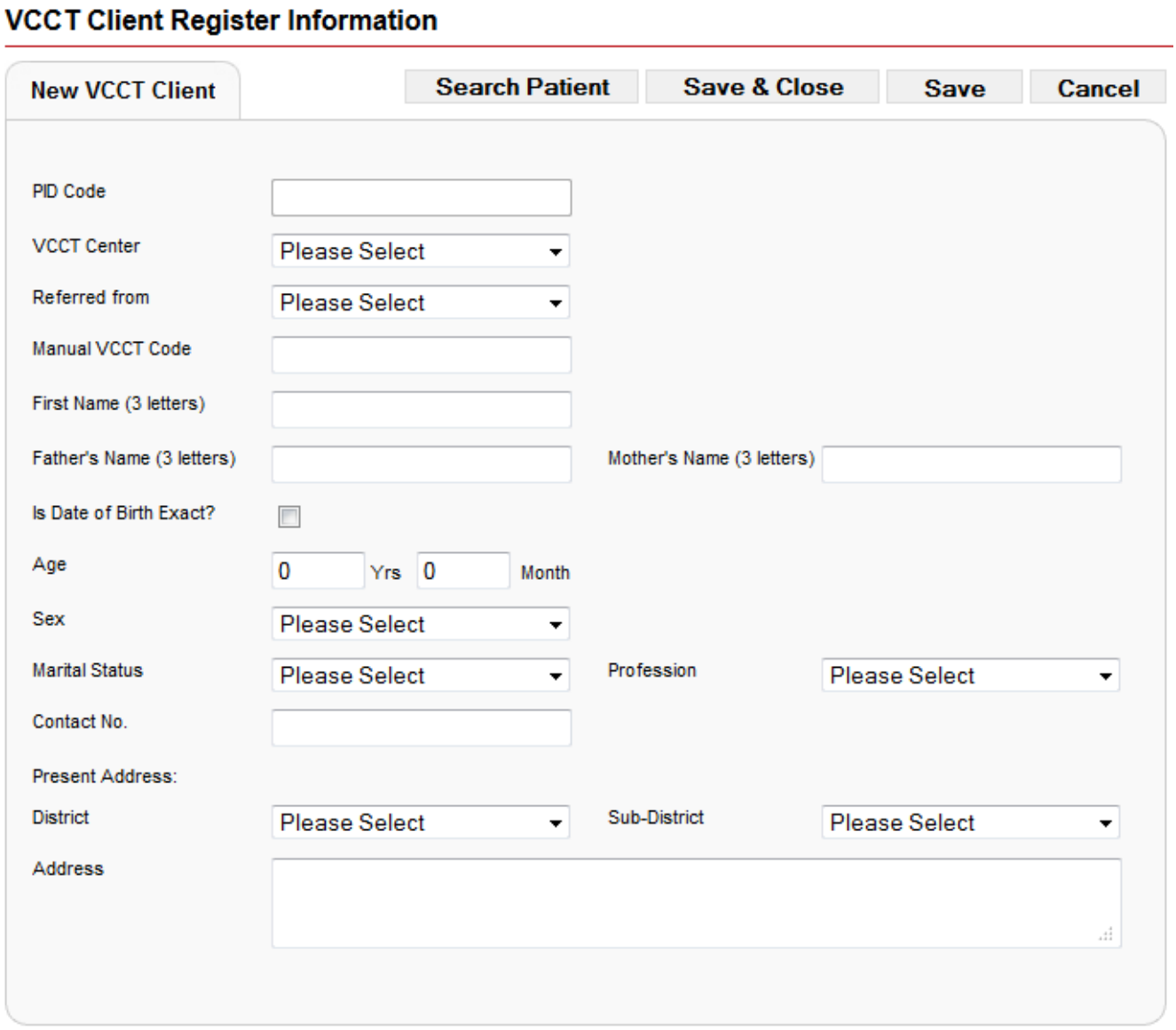

VCCT Client Register Information
Register New Client
CHC Bairo Pite
All Sex
Client Name
Enter PID
Enter Old Code
Apply Filter
Reset
Register List
VCCT Code
PID
Client Name
VCCT Center Name
Age
Sex
Contact No
Present Address
Edit Delete BPV663 VVIOXYZABC03 Vio CHC Bairo Pite 9 y 5 m Female Aitarak Laran
Edit Delete BP408 VMARMNOXYZ89 Mar CHC Bairo Pite 23 y 5 m Female Bebora
Edit Delete BP3954 VCBAXAVMNO92 CBA CHC Bairo Pite 21 y 1 m Male Bairo Pite
Edit Delete BP3842 VBCAMDRXYZ45 BCA CHC Bairo Pite 68 y 1 m Male Bebonuk
Edit Delete BP3841 VCBAMDRXYZ84 CBA CHC Bairo Pite 29 y 1 m Male Kuluhun
Edit Delete BP3839 VABCXYZMNO89 ABC CHC Bairo Pite 24 y 1 m Female Aitaraklaran
Edit Delete BP3837 VCBAXYZMNO53 CBA CHC Bairo Pite 60 y 1 m Male Surik Mas
Edit Delete BP3836 VABCMDRMNO91 ABC CHC Bairo Pite 22 y 1 m Male Aimutin
Edit Delete BP3835 VBCAMDRXYZ69 BCA CHC Bairo Pite 44 y 1 m Male Delta 4
Edit Delete BP2684 VANAXYZABC75 Ana CHC Bairo Pite 38 y 4 m Female Atabae
1 2 3 4 5 6 7 8 9 10 ...

(4) Please note that, you can do further filtering to see more specific patients. Such as, if you are willing to see a particular client then you'd need to use filters Client Name, System PID, and VCCT PID. If you do Apply Filter with these 3 filters, then you will see your desired list in the GV.

(5) Like this, you can choose various filters to view different patients list.

(This remaining part of the page is intentionally kept blank)

In order to add a new VCCT client, do followings:
(1) Click on 'Register New Client' link button
(2) You'd see below page:



(3) Notice that, you cannot click on first text box i.e. PID Code. This is because this box is used by system to show System PID (NOT the VCCT PID).

(4) Type or select below information:
VCCT Center*: Name of center where the client is being registered.
Registration Date*: Date of registration.
Referred from*: This is the Entry Type of the client i.e. from where or how the client is coming for VCCT.
Manual VCCT Code*: This is the VCCT PID.
First Name (3 letters)*: First 3 letters from client's name.

Mother's Name (3 letters)*: First 3 letters of client's mother name.
Father's Name (3 letters)*: First 3 letters of client's father name.
Is DoB Exact: Most of the cases you'd not need to check this box as because exact date of birth may not be available. Instead, you'd need to enter age of the client on the registration day. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box; you will not see the age boxes.
Date of Birth: Date of birth of the client.
Age*: Age of the client during on the registration date. There are two boxes; one is for year and another is for month. For example, if you'd like to enter age as 30 yrs 8 months, then you'd need to type 30 in the first box and 8 in the second box. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box for entering Date of Birth; you will not see these age boxes.
Sex*: Sex of the client.
Marital Status: Marital status of the client.
Profession: Profession of the client.
Contact No: Contact number of the client.

District*: Permanent district of the client.
Sub District*: Permanent sub district of the client.
Address: Permanent address of the client.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

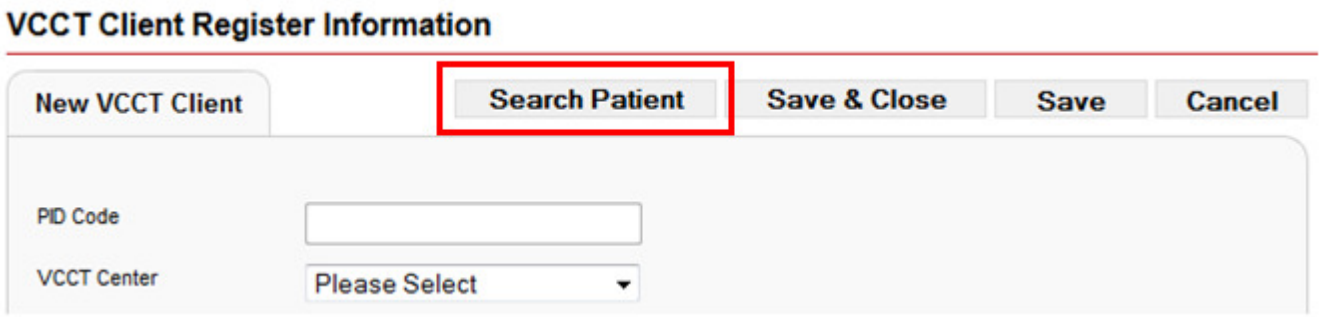
(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

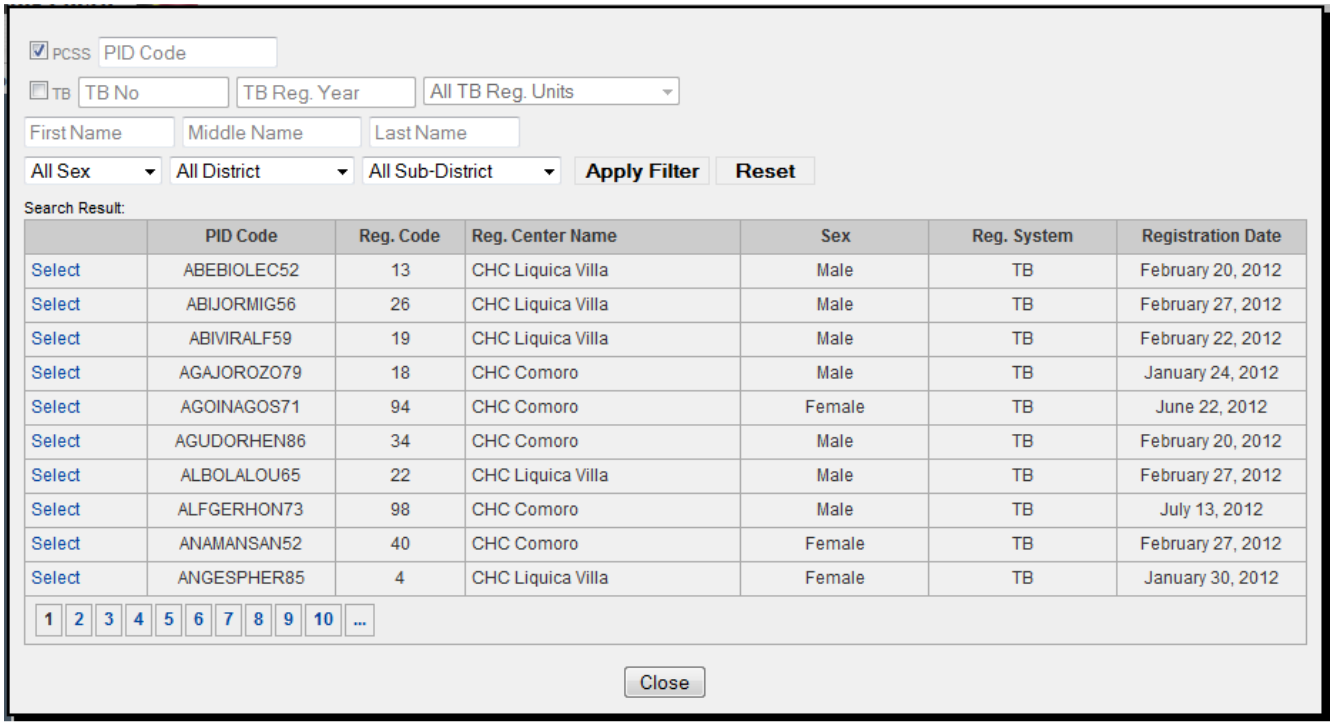
Search Client (Patient) Functionality

During VCCT registration, it is also possible to populate a client from other systems; such as a TB patient coming for VCCT. The TB patient is already in the system and we can just tag that patient in the VCCT register. This is also possible for a person from beneficiary category MSM, FSW, CoSW, or even IDU provided that person already registered in the system before and he/she is coming for VCCT with a referral card. This functionality is to ensure a better tracking of a person and also does not allow making duplicate entries of the same person.

To tag an existing client/patient in the VCCT register, do followings:
(1) Make sure you are on the 'VCCT Client Registration' details page
(2) You'd see one button 'Search Patient' at the top of the page and at the left of button 'Save & Close' as shown below:



(3) Click on 'Search Patient' button
(4) You'd see below page:


PCSS PID Code
TB TB No TB Reg. Year All TB Reg. Units
First Name Middle Name Last Name
All Sex All District All Sub-District Apply Filter Reset
Search Result:
Close

	PID Code	Reg. Code	Reg. Center Name	Sex	Reg. System	Registration Date
Select	ABEBIOLEC52	13	CHC Liquica Villa	Male	TB	February 20, 2012
Select	ABIJORMIG56	26	CHC Liquica Villa	Male	TB	February 27, 2012
Select	ABIVIRALF59	19	CHC Liquica Villa	Male	TB	February 22, 2012
Select	AGAJOROZO79	18	CHC Comoro	Male	TB	January 24, 2012
Select	AGOINAGOS71	94	CHC Comoro	Female	TB	June 22, 2012
Select	AGUDORHEN86	34	CHC Comoro	Male	TB	February 20, 2012
Select	ALBOLALOU65	22	CHC Liquica Villa	Male	TB	February 27, 2012
Select	ALFGERHON73	98	CHC Comoro	Male	TB	July 13, 2012
Select	ANAMANSAN52	40	CHC Comoro	Female	TB	February 27, 2012
Select	ANGESPHER85	4	CHC Liquica Villa	Female	TB	January 30, 2012

1 2 3 4 5 6 7 8 9 10 ...

(5) In the above GV, you'd see a list of all individual persons who have been registered previously. They could be in TB system, Prevention, Care & Support System

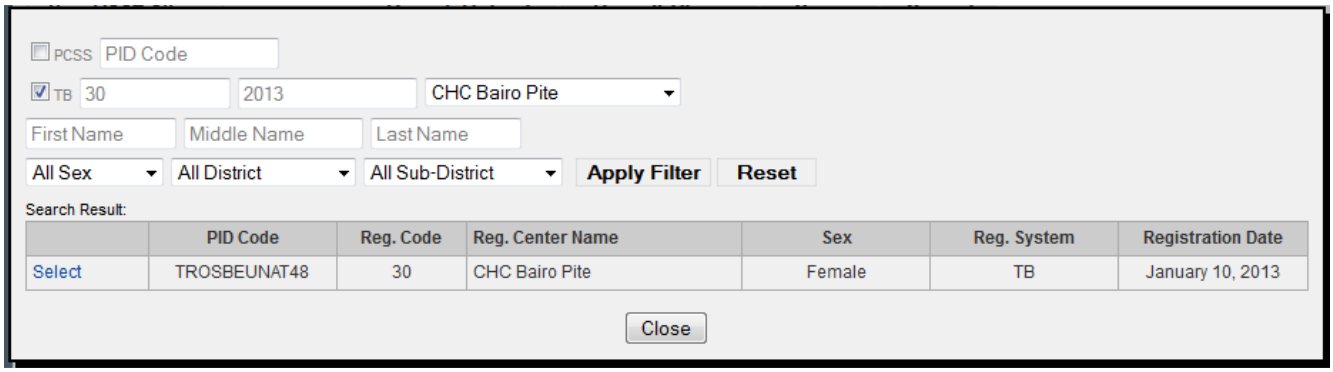
(6) Like other GV pages, you can also filter to search for your desired person who has come for VCCT registration

(7) Say, for example, a TB patient (TB No: 30, Reg. Year: 2013, Reg. Unit: CHC Bairo Pite) has come for VCCT for the first time and you are now registering that TB patient in VCCT register. All what you will be doing is to tag that patient to VCCT register; that's it!

(8) So, now you check the TB check box (2nd line) and then enter all the information.

(9) Once done, click on 'Apply Filter' button and you will see that system has brought that TB patient in the list.

(10) Now you click on 'Select' link button and this will take you back to the 'VCCT Registrtion' details page i.e. from where you've come in this GV page!


PCSS PID Code
TB 30 2013 CHC Bairo Pite
First Name Middle Name Last Name
All Sex All District All Sub-District Apply Filter Reset
Search Result:
Close

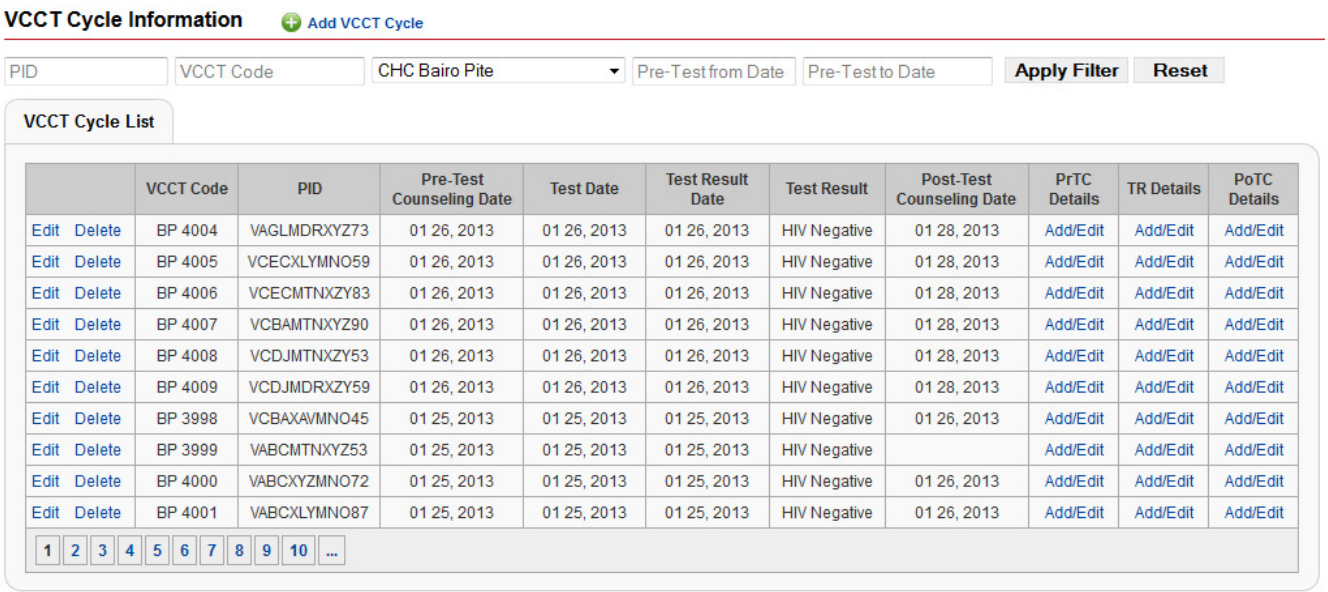
	PID Code	Reg. Code	Reg. Center Name	Sex	Reg. System	Registration Date
Select	TROSBEUNAT48	30	CHC Bairo Pite	Female	TB	January 10, 2013

(11) In the 'VCCT Registration' page you notice that system has automatically populated the basic information like Name, Father Name, Mother Name, Age etc. So, you will not required to type these information again here during VCCT registration.
(12) Please remember, saying again, all what you are doing is tagging an existing patient/client in order to stop duplication.

3. VCCT Cycle Menu

This menu is to record/save VCCT details of clients (from physical VCCT register). Click on 'VCCT Cycle' menu to go to the VCCT cycle page. To see the clients of a particular VCCT center do followings:

(1) Select a VCCT Center (say, CHC Bairo Pite and then click on 'Apply Filter' button.
(2) This will list all the VCCT details of CHC Bairo Pite.
(3) The page will look like as shown below:

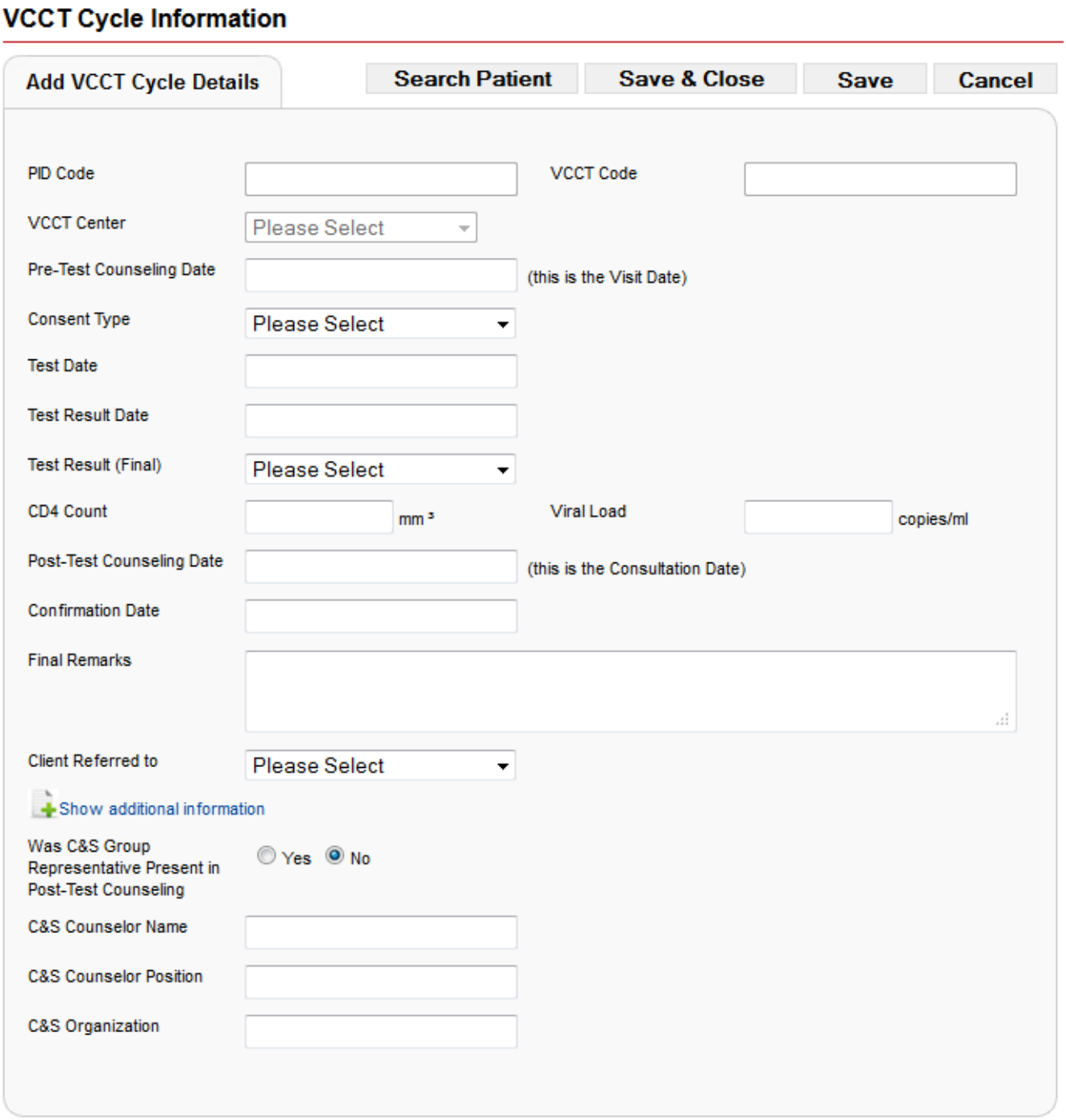


	VCCT Code	PID	Pre-Test Counseling Date	Test Date	Test Result Date	Test Result	Post-Test Counseling Date	PrTC Details	TR Details	PoTC Details
Edit Delete	BP 4004	VAGLMDRXYZ73	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4005	VCECXLYMNO59	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4006	VCECMTNXZY83	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4007	VCBAMTNXYZ90	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4008	VCDJMTNXZY53	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4009	VCDJMDRXZY59	01 26, 2013	01 26, 2013	01 26, 2013	HIV Negative	01 28, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 3998	VCBAXAVMNO45	01 25, 2013	01 25, 2013	01 25, 2013	HIV Negative	01 26, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 3999	VABCMTNXYZ53	01 25, 2013	01 25, 2013	01 25, 2013	HIV Negative		Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4000	VABCXYZMNO72	01 25, 2013	01 25, 2013	01 25, 2013	HIV Negative	01 26, 2013	Add/Edit	Add/Edit	Add/Edit
Edit Delete	BP 4001	VABCXLYMNO87	01 25, 2013	01 25, 2013	01 25, 2013	HIV Negative	01 26, 2013	Add/Edit	Add/Edit	Add/Edit

1 2 3 4 5 6 7 8 9 10 ...

(4) Please note that, you can do further filtering to see more specific clients. Such as, if you are willing to see a particular client's VCCT details then you'd need to use System PID, and VCCT PID. You can also filter the VCCT records from specific period using filters Pre-Test from Date and Post-Test from date.

In order to add new VCCT details of a client, do followings:
(1) Click on 'Add VCCT Cycle' link button
(2) You'd see below page:



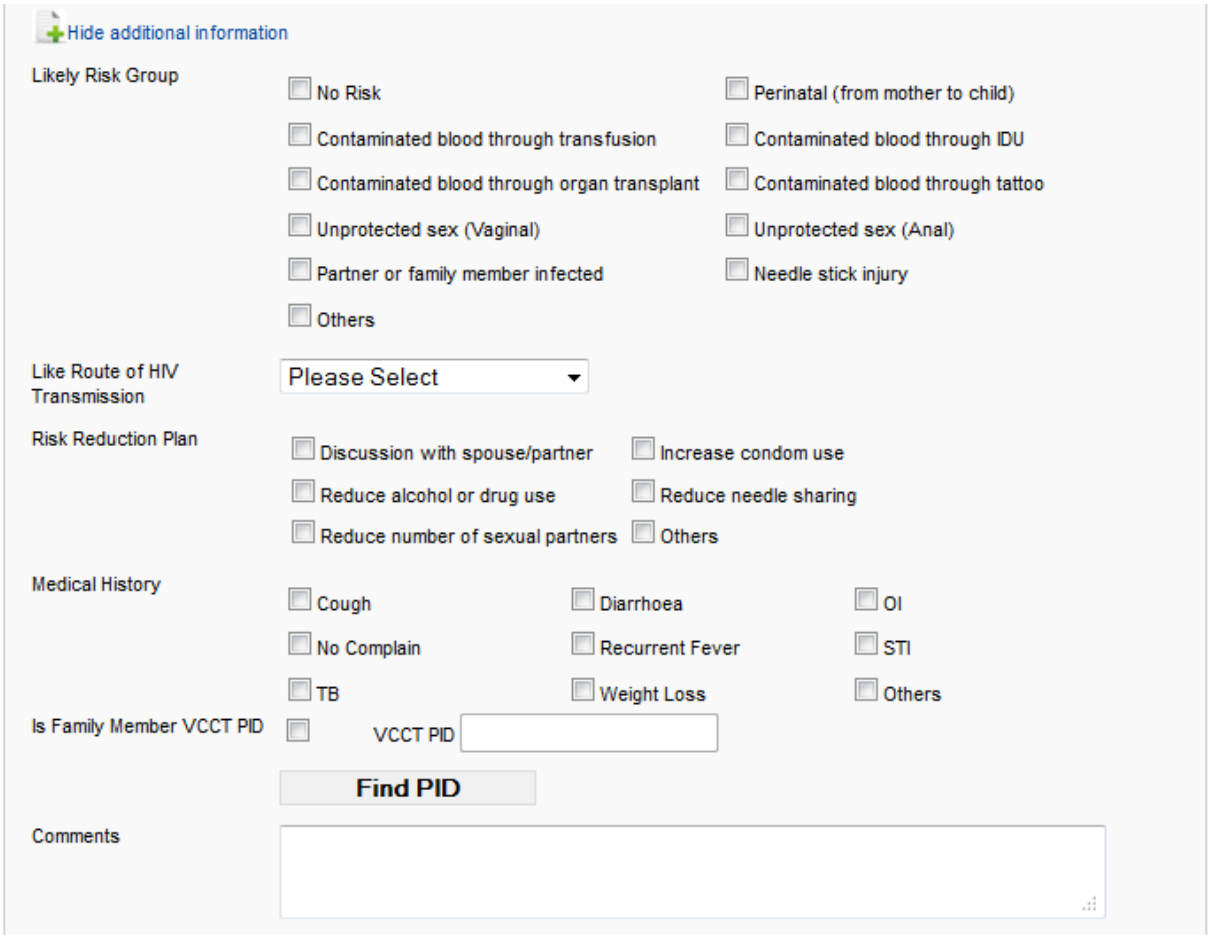
(3) Notice that, you cannot click on first 3 text boxes i.e. PID Code (System PID), VCCT Code, and VCCT Center. This is because you are required to select a VCCT client from the VCCT register!

(4) So, first of all, you will need to select a VCCT client whose VCCT details you are going to enter now. Click on 'Search Patient' button and then you will see the Search Patient GV. Now you select that VCCT client by doing a filter with correct information. This was explained above under VCCT Cycle Menu.

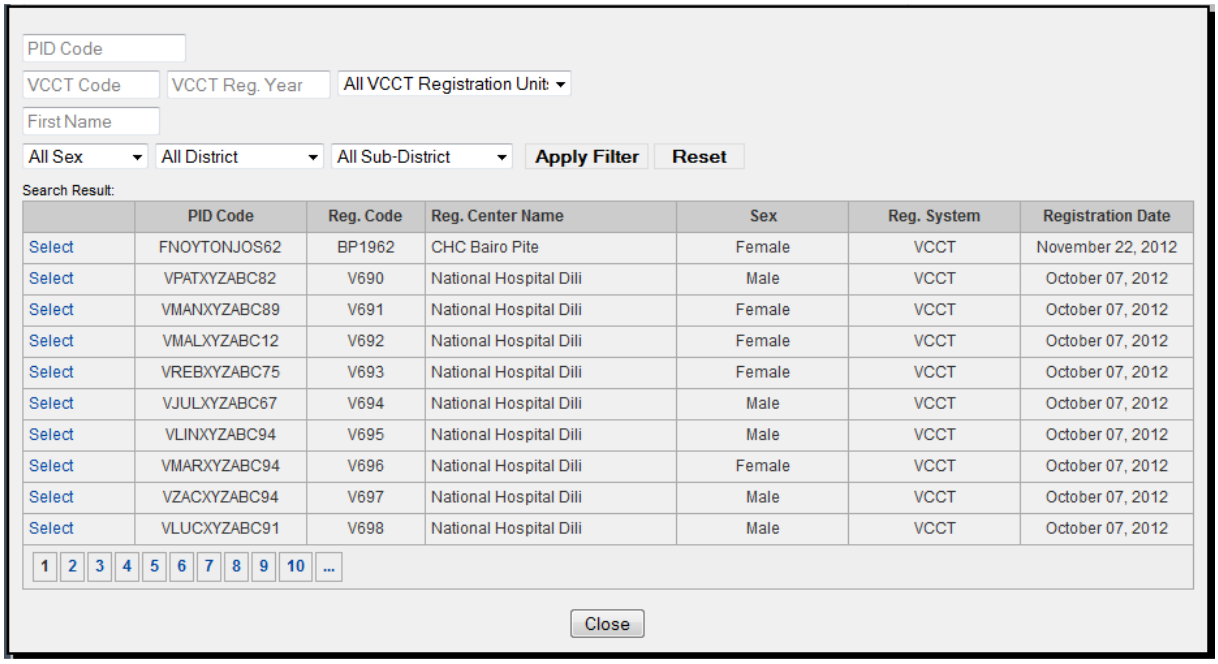
(5) At this level, you should be in the 'VCCT Cycle Details' page. If so, you would also be able to see the information the top 3 boxes. Now you need to enter VCCT cycle data.

(6) Type or select below information:
Pre-Test Counseling Date*: Date of pre-test counseling.
Consent Type*: Written or Verbal or Opt Out.
Test Date*: Date of HIV testing.
Test Result Date*: Date of HIV test result.
Test Result (Final)*: HIV test result.
CD4 Count: CD4 count.
Viral Load: Viral load.
Post-Test Counseling Date*: Date of post-test counseling.
Confirmation Date: HIV+ve confirmation test result date.
Final Remarks: To add any other information that are not covered in other boxes.
Client Referred To: To where a VCCT client is referred after post-test counseling.
Was C&S Group Representative Present in Post-Test Counseling: Whether the Care & Support Counselor was present during the VCCT counseling.
C&S Counselor Name: Name of Care & Support Counselor.
C&S Counselor Position: Position of Care & Support Counselor.
C&S Organization: Organization of Care & Support Counselor.

(7) You can also enter further details information if you want. This information is not visible when you load the VCCT cycle page. To see this information, you will need to click on link button 'Show additional information'. Once you click on this link button, you will see below section in the same page:



(8) Type or select below information:
Likely Risk Group: Risk group of the client.
Likely Route of HIV Transmission: Probable HIV transmission route.
Risk Reduction Plan: Risk reduction plan advised for client.
Medical History: Medical history of client.
Is Family Member having VCCT PID: Whether client's member has done VCCT before nor not; and if yes, then also provide VCCT PID. In order to find that PID, click on button 'Find PID' and then 'Search Client' pop-up will appear as shown below:



	PID Code	Reg. Code	Reg. Center Name	Sex	Reg. System	Registration Date
Select	FNOYTONJOS62	BP1962	CHC Bairo Pite	Female	VCCT	November 22, 2012
Select	VPATXYZABC82	V690	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VMANXYZABC89	V691	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VMALXYZABC12	V692	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VREBXYZABC75	V693	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VJULXYZABC67	V694	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VLINXYZABC94	V695	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VMARXYZABC94	V696	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VZACXYZABC94	V697	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VLUCXYZABC91	V698	National Hospital Dili	Male	VCCT	October 07, 2012

1 2 3 4 5 6 7 8 9 10 ...

Now search the client just like explained above under this same menu.

Comments: Type any further information that was not captured above.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(9) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

4. Referral Record Menu

This menu is to save VCCT clients referral information. When you will need to transfer a patient for TB testing this is called 'Referral to TB'. Similarly, when a TB patient is referred for HIV testing i.e. VCCT, then this is called 'Referral from TB'. So, this menu implements following two functionalities:

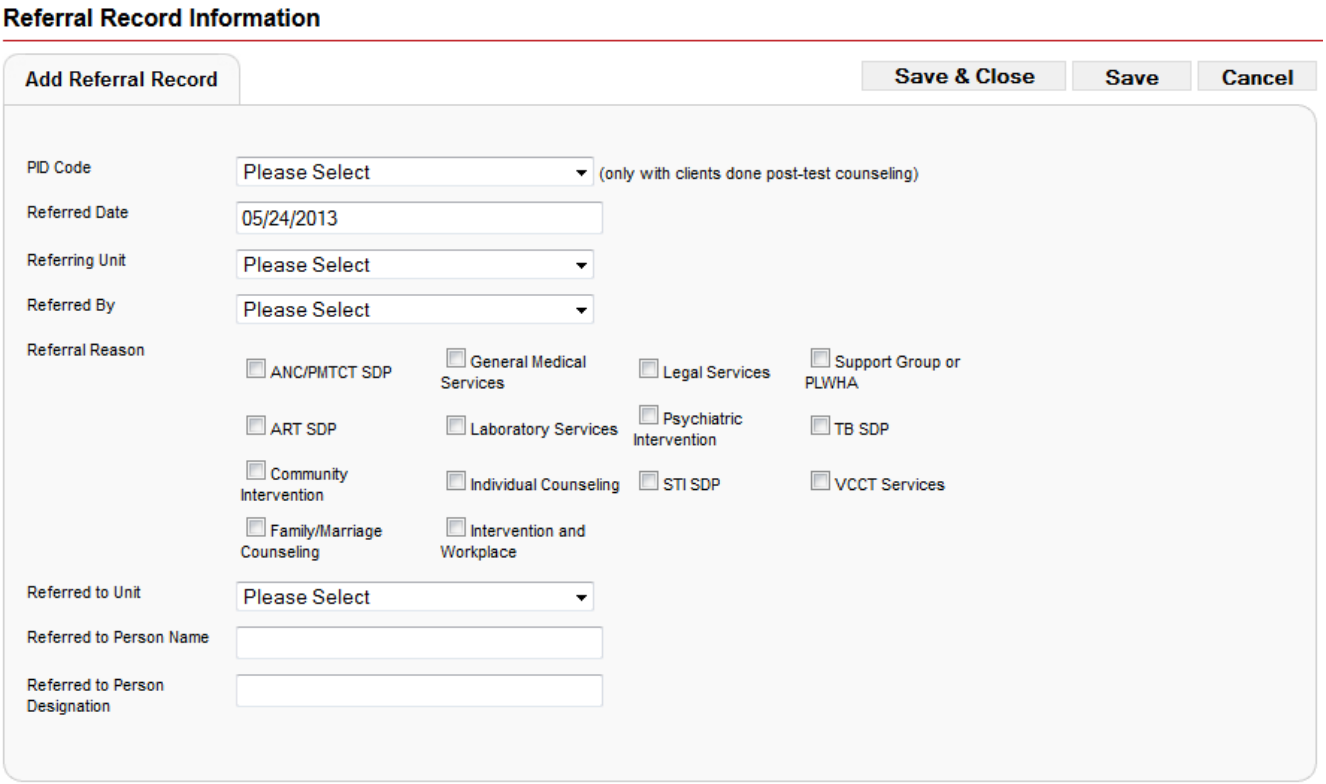
(1) Refer a VCCT client for TB testing; and
(2) Register a TB patients into VCCT register who is referred to VCCT (from TB system)

The entire process is fully automatic and hence it is called 'Live Referral'.

Important!
You will not see a VCCT client in the TB system unless he/she is not transferred from VCCT system and vice versa.

Now, please notice that, there are two tabs in the Data Display Section (DDS) of this page. These are:
(1) Referral Record OUT List: clients those have been referred to other services; such as TB
(2) Referral Record IN List: patients those have been referred from other system; such as TB

In order to refer a VCCT client to TB or any other services, do followings:
(1) Click on 'Add a Referral Record' link button
(2) Below page will be loaded:



(3) Type or select below information:
PID Code*: VCCT PID code.
Referred Date*: Date of referral from VCCT.
Referring Unit*: VCCT center.
Referred by*: Referred by person.
Referral Reason*: Reason for referral.
Referred to Unit*: Unit where the patient is being transferred.
Referred to Person Name: Name of the person to whom the client is referred.

Referred to Person Position: Position of the person to whom the client is referred.

Important!
Field with * marking is a mandatory field that must be provided to save a TB treatment details. If you don't provide that information, system will not save the information and will show error messages in red text.

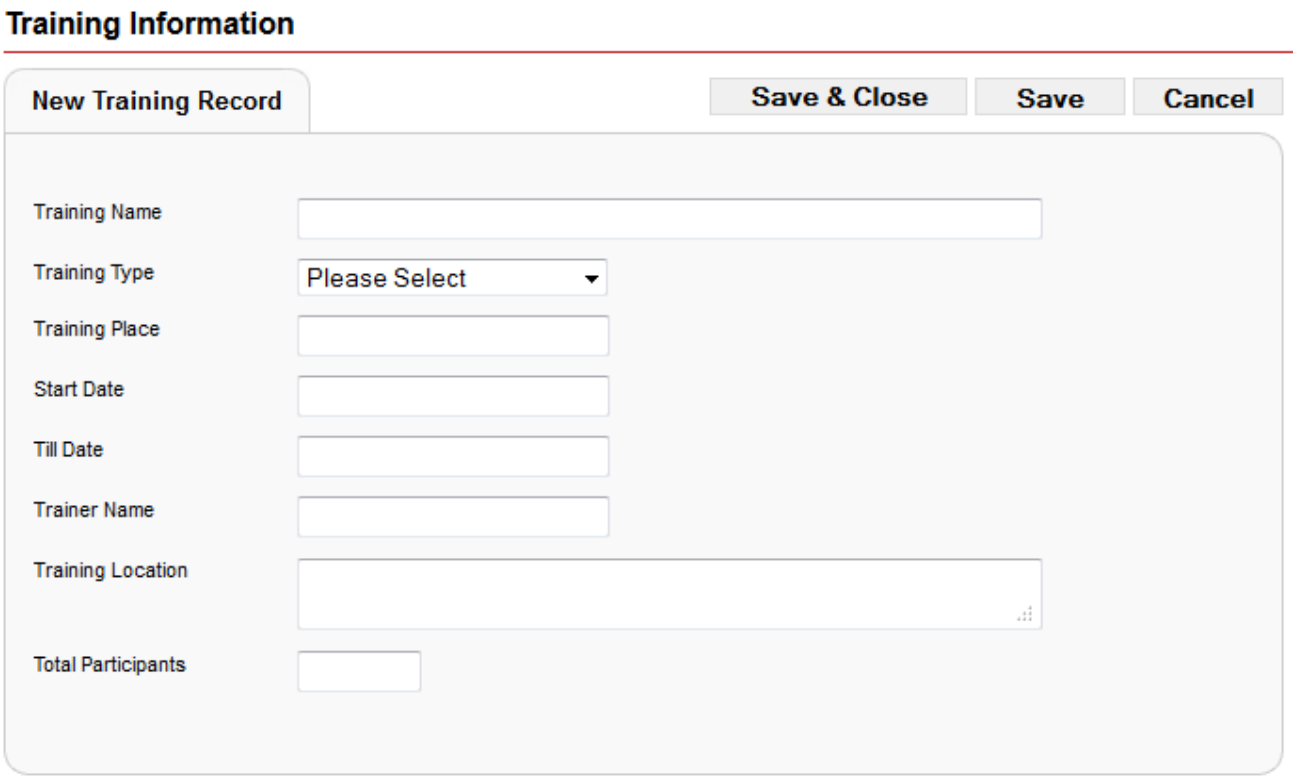
(4) Once all information are given, click on Save or Save & Close button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB treatment details GV page.

5. Training Menu

This menu is to save training records. Click on 'Training' menu to go to training GV page. The page will look like as shown below:

In order to add a new training and its participants details, do followings:
(1) Click on 'Add a New Training'
(2) You'd see below page:



(3) Type or select below information:
Training Name*: Name of training.
Training Type*: Type of training.
Training Place: Date on which test was done.
Start Date*: Training start date.
Till Date*: Training end date.
Trainer Name*: Name of the trainer.
Training Location: Details of training place (venue).
Total Participants: Total number of participants.

Important!
Field with * marking is a mandatory field that must be provided to save a TB test result details. If you don't provide that information, system will not save the information and will show error messages in red text.

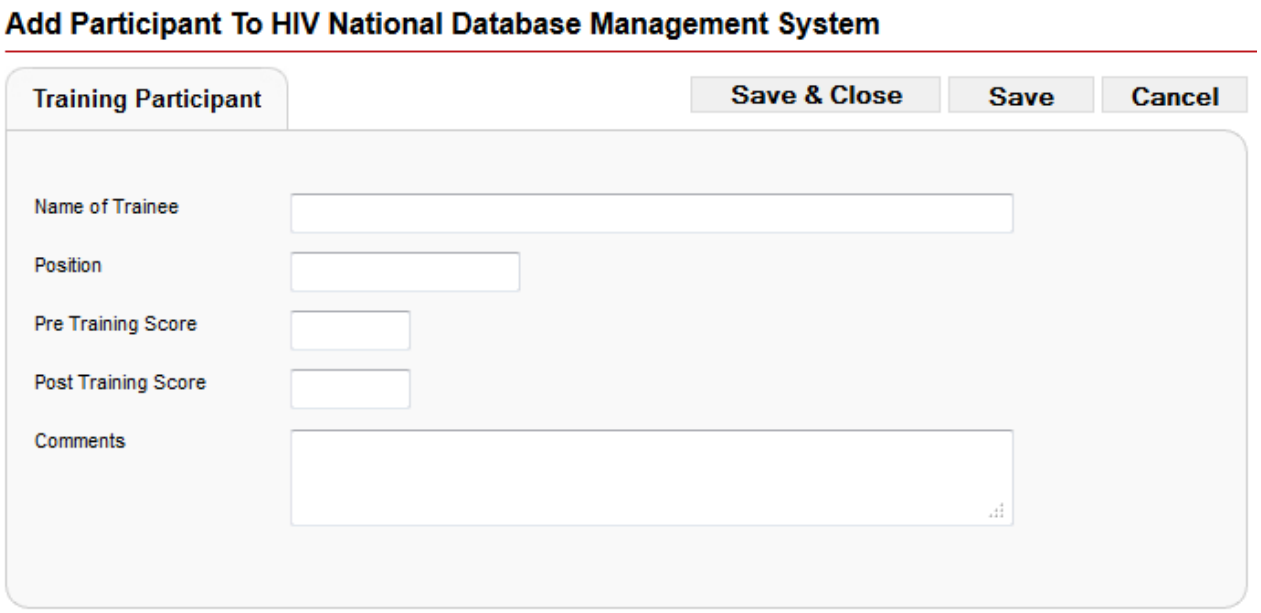
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB test result details GV page.

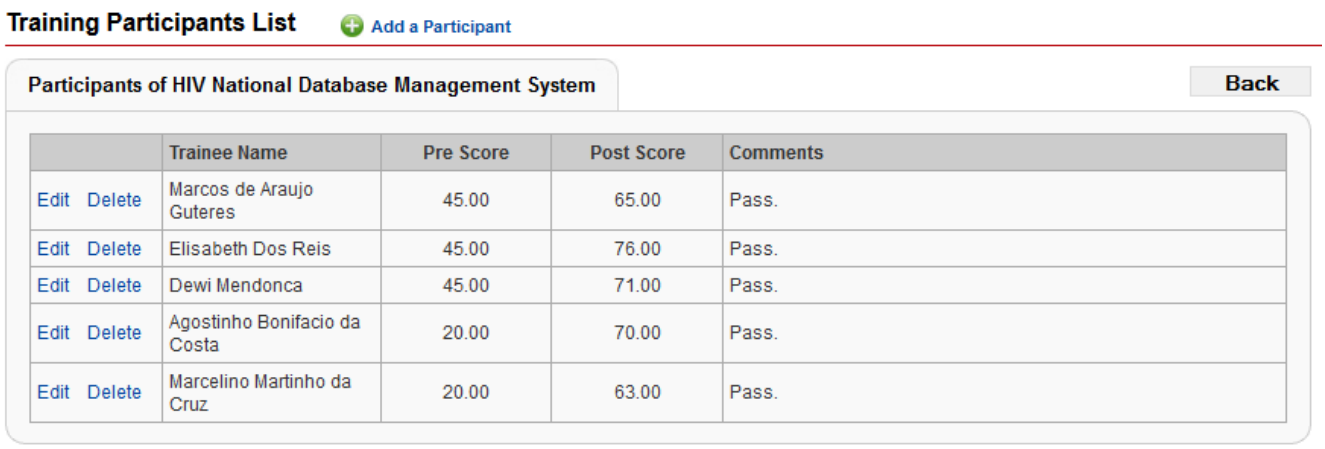
(5) Notice that there are two link buttons against each training; those are 'Add' and 'List'

(6) Use 'Add' link button to add a trainee and use 'List' when you want to see the list of all trainees of a training

(7) The page where you can enter trainee details looks like shown below:



(8) If you click on 'List' link button, the participants list will appear as shown below:



	Trainee Name	Pre Score	Post Score	Comments
Edit Delete	Marcos de Araujo Guteres	45.00	65.00	Pass.
Edit Delete	Elisabeth Dos Reis	45.00	76.00	Pass.
Edit Delete	Dewi Mendonca	45.00	71.00	Pass.
Edit Delete	Agostinho Bonifacio da Costa	20.00	70.00	Pass.
Edit Delete	Marcelino Martinho da Cruz	20.00	63.00	Pass.

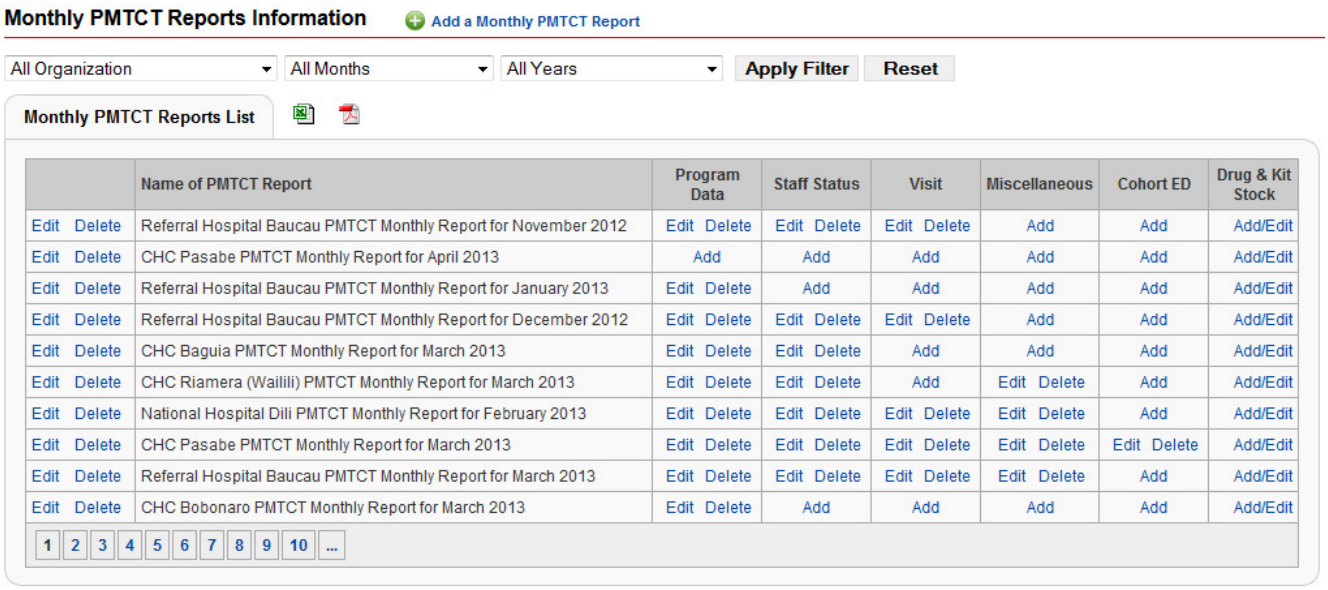
Chapter 5 – PMTCT Tab

1. Overview

This tab contains the functionalities for entering PMTCT data from periodic reports such as, PMTCT monthly reports, training reports etc.

2. Monthly PMTCT Reports Menu

This menu is to save records from monthly PMTCT reports. Click on 'Monthly PMTCT Reports' menu to go to the monthly PMTCT report page. The GV page will look like shown below:

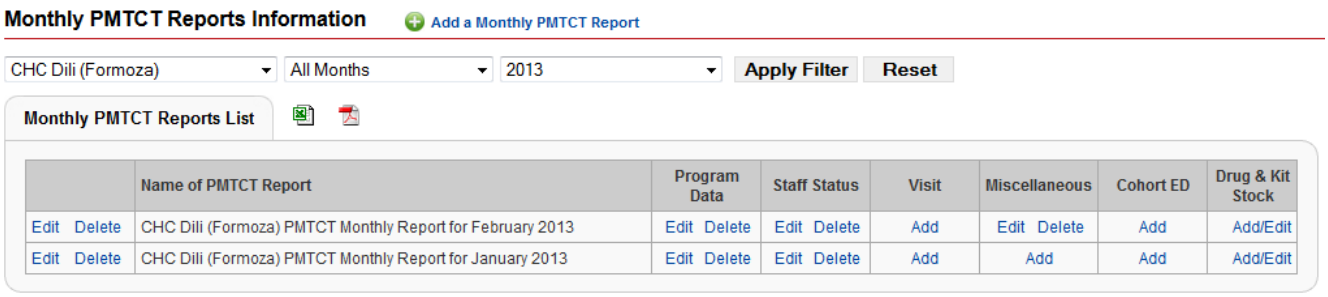


	Name of PMTCT Report	Program Data	Staff Status	Visit	Miscellaneous	Cohort ED	Drug & Kit Stock
Edit Delete	Referral Hospital Baucau PMTCT Monthly Report for November 2012	Edit Delete	Edit Delete	Edit Delete	Add	Add	Add/Edit
Edit Delete	CHC Pasabe PMTCT Monthly Report for April 2013	Add	Add	Add	Add	Add	Add/Edit
Edit Delete	Referral Hospital Baucau PMTCT Monthly Report for January 2013	Edit Delete	Add	Add	Add	Add	Add/Edit
Edit Delete	Referral Hospital Baucau PMTCT Monthly Report for December 2012	Edit Delete	Edit Delete	Edit Delete	Add	Add	Add/Edit
Edit Delete	CHC Baguia PMTCT Monthly Report for March 2013	Edit Delete	Edit Delete	Add	Add	Add	Add/Edit
Edit Delete	CHC Riamera (Wailili) PMTCT Monthly Report for March 2013	Edit Delete	Edit Delete	Add	Edit Delete	Add	Add/Edit
Edit Delete	National Hospital Dili PMTCT Monthly Report for February 2013	Edit Delete	Edit Delete	Edit Delete	Edit Delete	Add	Add/Edit
Edit Delete	CHC Pasabe PMTCT Monthly Report for March 2013	Edit Delete	Edit Delete	Edit Delete	Edit Delete	Edit Delete	Add/Edit
Edit Delete	Referral Hospital Baucau PMTCT Monthly Report for March 2013	Edit Delete	Edit Delete	Edit Delete	Edit Delete	Add	Add/Edit
Edit Delete	CHC Bobonaro PMTCT Monthly Report for March 2013	Edit Delete	Add	Add	Add	Add	Add/Edit

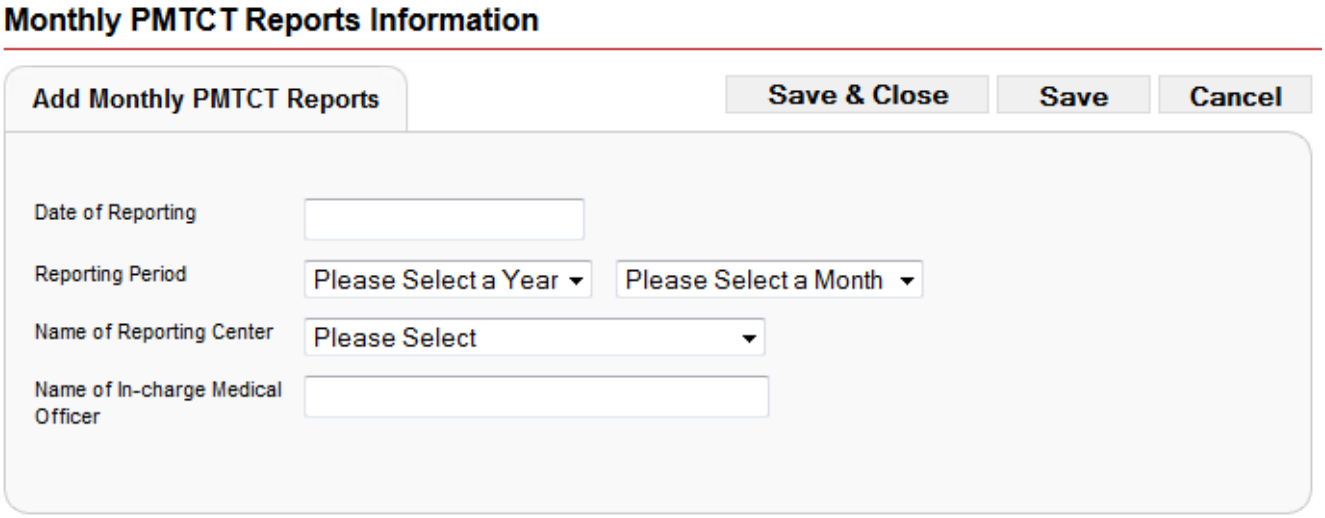
1 2 3 4 5 6 7 8 9 10 ...

To see some particular PMTCT monthly reports, do followings:

(1) Select a PMTCT Center (say, CHC Dili (Formoza)), 2013 as Year and then click on 'Apply Filter' button.
(2) This will list all the PMTCT monthly reports of 2013 from CHC Dili (Formoza).
(3) The list will now look like as shown below:



In order to add new PMTCT monthly report, do followings:
(1) Click on 'Add a Monthly PMTCT Report' link button
(2) You'd see below page:



(3) Type or select below information:
Date of Reporting*: Date of reporting.
Reporting Period*: Reporting period.
Name of Reporting Center*: Reporting PMTCT center.
Name of In-Charge Reporting Officer: Name of the person sent the report.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

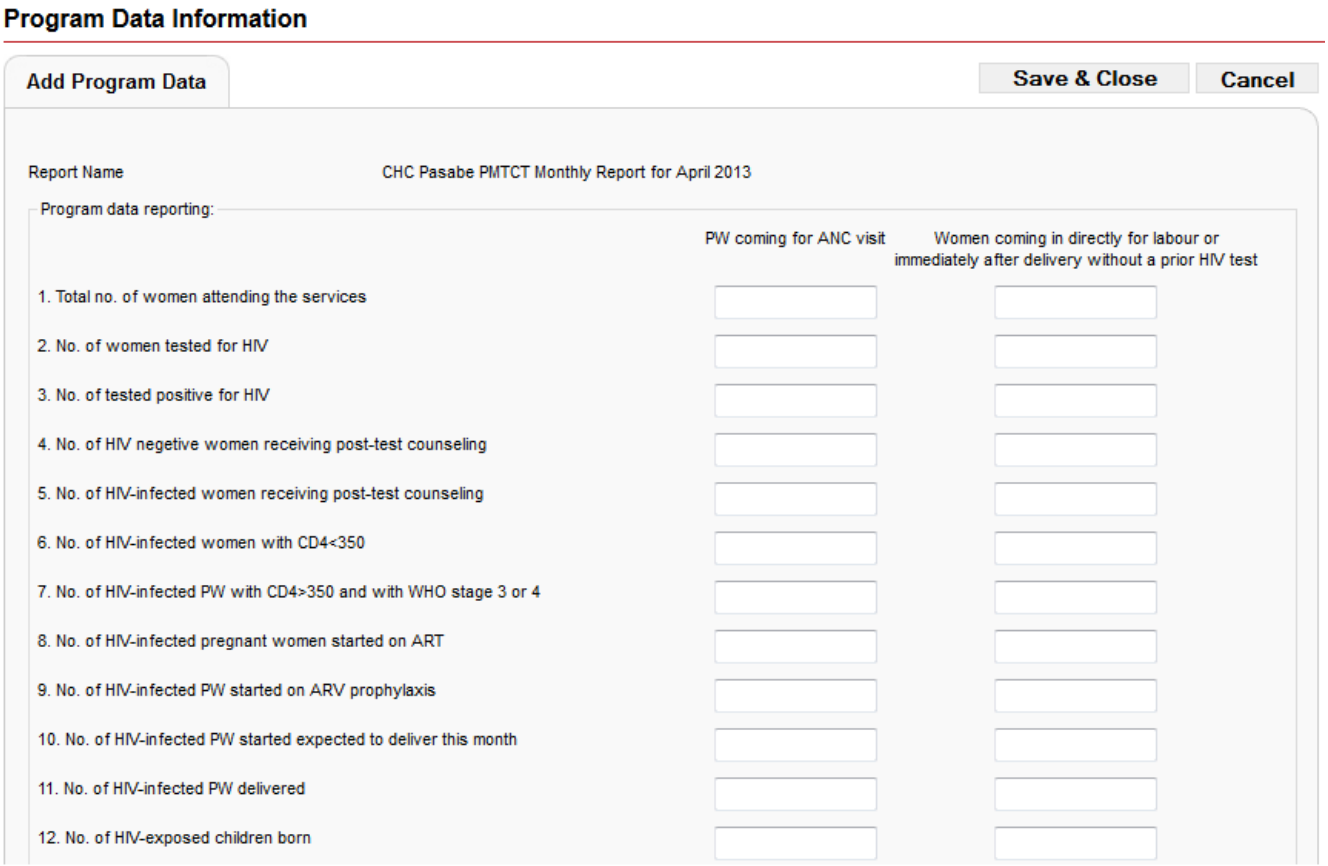
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

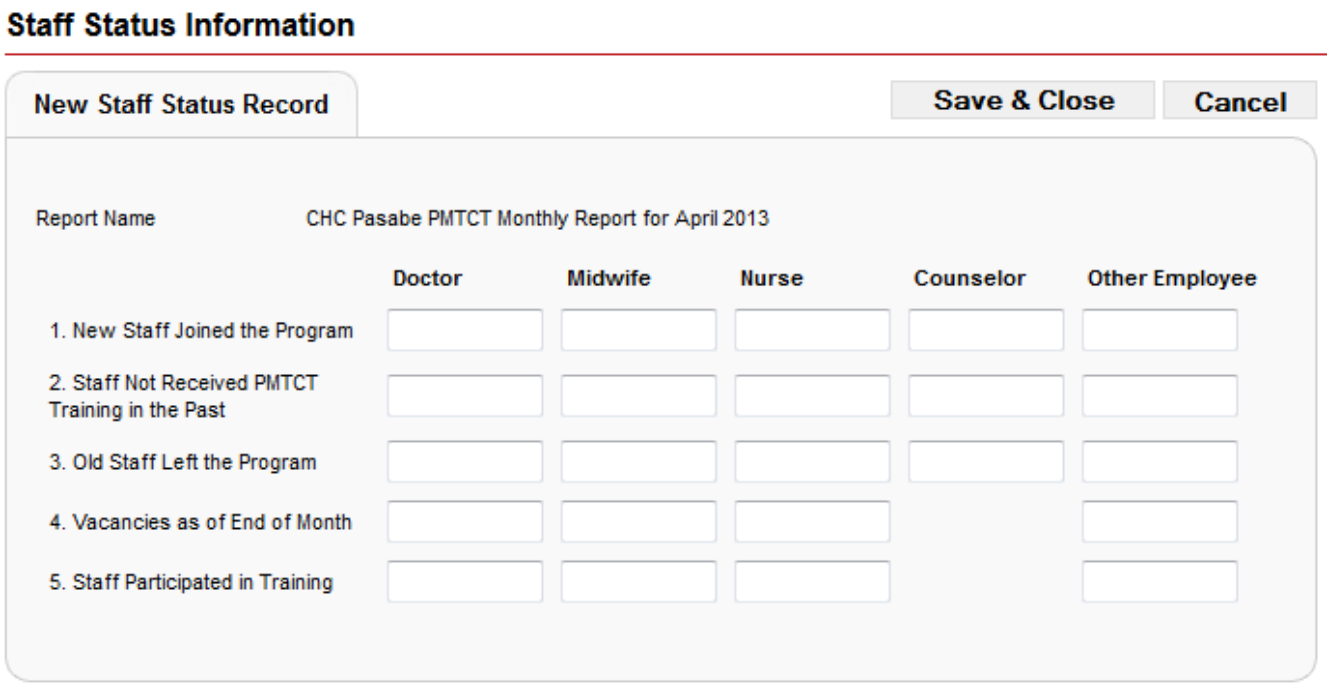
(5) Once you have entered a PMTCT report, notice that there is there are several link buttons. Each of these link buttons implements the functionality of each section of the PMTCT report. See below for details:

Program Data Link Buttons: to enter the data of Program Data section from the PMTCT monthly report.
Staff Status Link Buttons: to enter the data of Staff Data section from the PMTCT monthly report.
Visit Link Buttons: to enter the data of Monitoring Visit section from the PMTCT monthly report.
Miscellaneous Link Buttons: to enter the data of Register and Others section from the PMTCT monthly report.
Cohort ED Link Buttons: to enter the data of Cohort of Expected Delivery (ED) section from the PMTCT monthly report.
Drug & Kit Stock Link Buttons: to enter the data of Drug & Kit Stock section from the PMTCT monthly report.

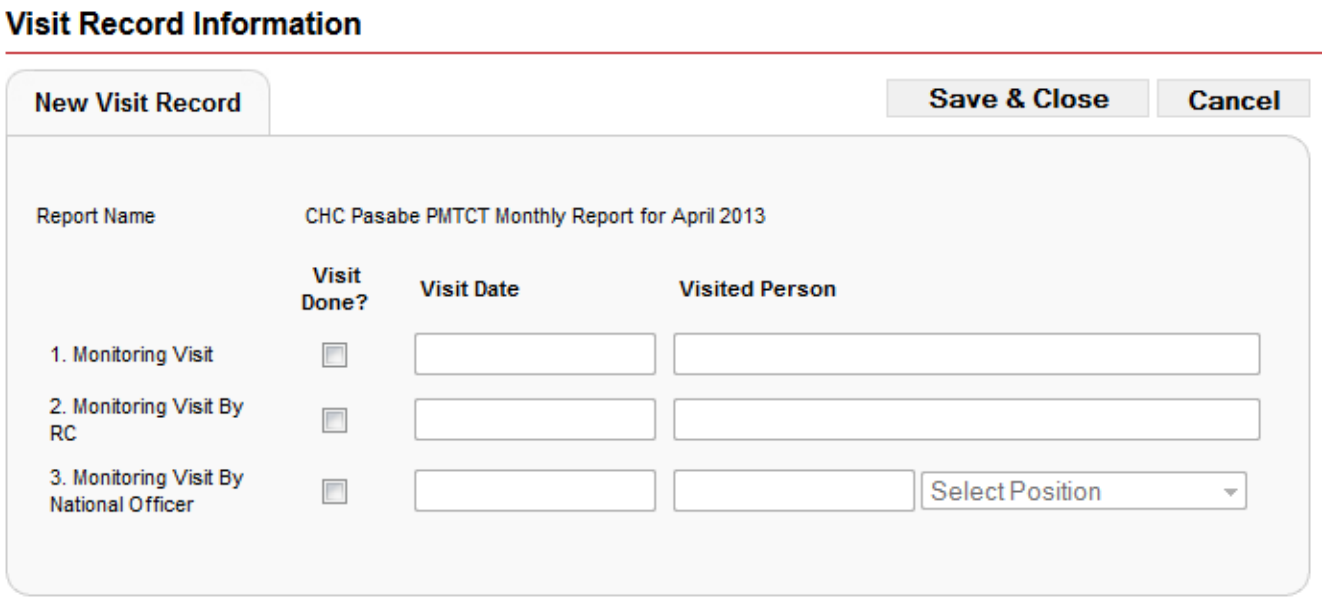
(6) In order to add program data information click on corresponding 'Add' link button. The page will look like below:


Program Data Information
Add Program Data
Save & Close
Cancel
Report Name
CHC Pasabe PMTCT Monthly Report for April 2013
Program data reporting:
PW coming for ANC visit
Women coming in directly for labour or immediately after delivery without a prior HIV test
1. Total no. of women attending the services
2. No. of women tested for HIV
3. No. of tested positive for HIV
4. No. of HIV negetive women receiving post-test counseling
5. No. of HIV-infected women receiving post-test counseling
6. No. of HIV-infected women with CD4<350
7. No. of HIV-infected PW with CD4>350 and with WHO stage 3 or 4
8. No. of HIV-infected pregnant women started on ART
9. No. of HIV-infected PW started on ARV prophylaxis
10. No. of HIV-infected PW started expected to deliver this month
11. No. of HIV-infected PW delivered
12. No. of HIV-exposed children born

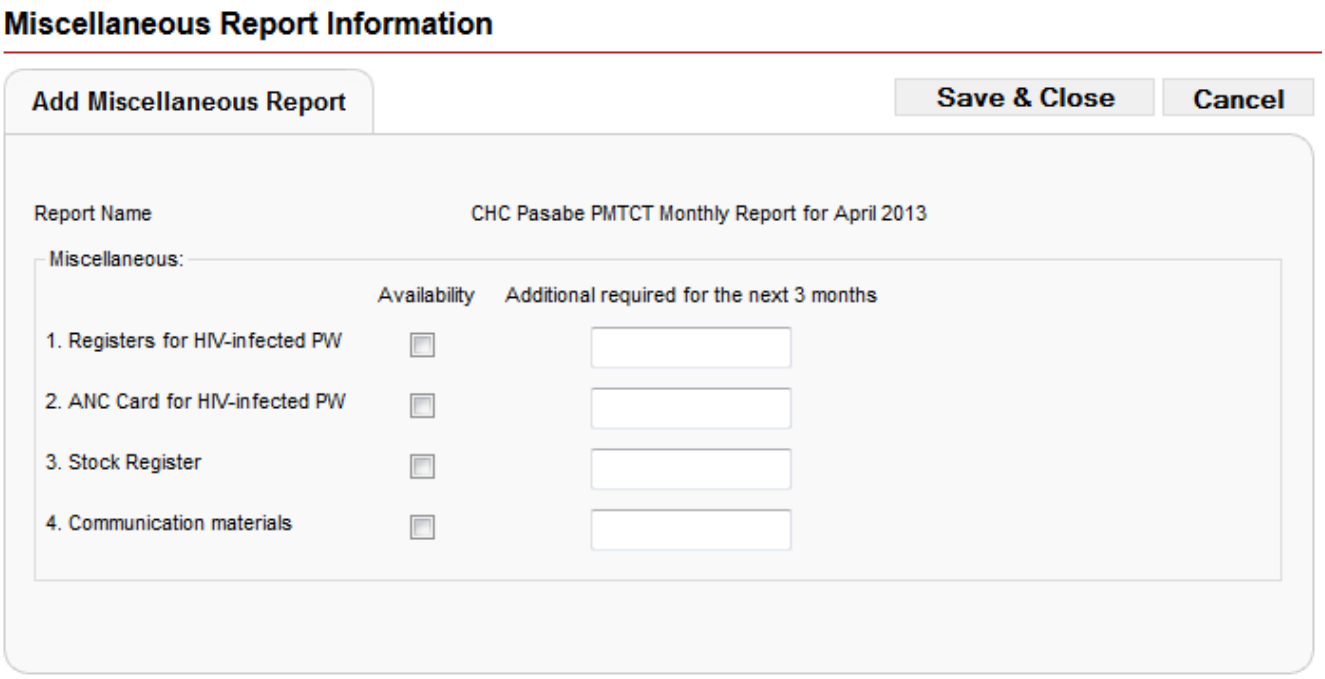
(7) In order to add staff status data information click on corresponding 'Add' link button. The page will look like below:



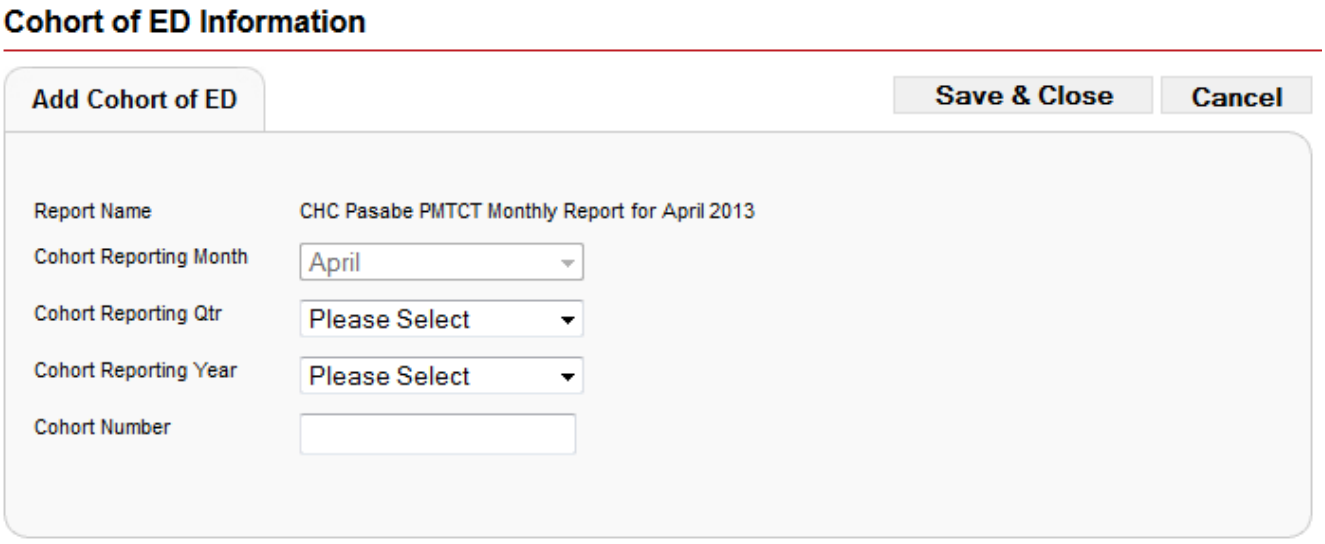
(8) In order to add visit details data information click on corresponding 'Add' link button. The page will look like below:



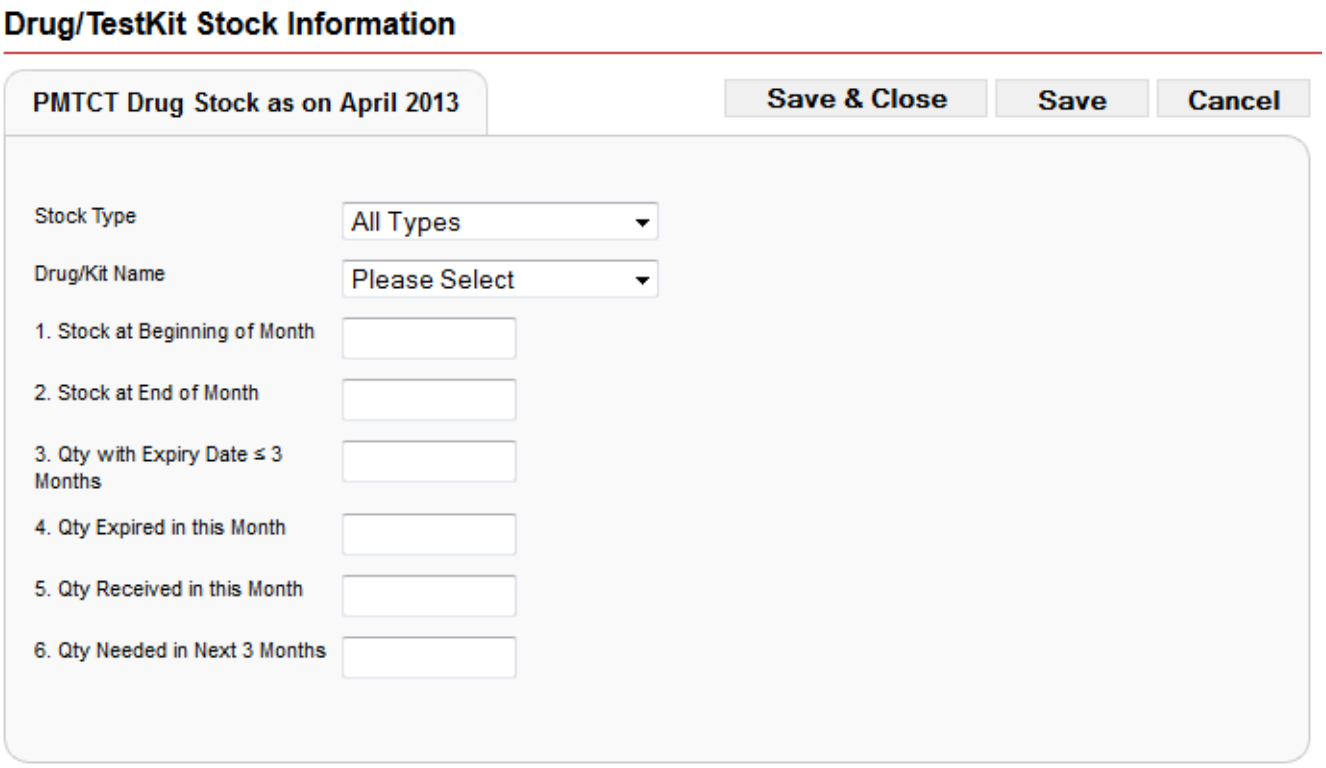
(9) In order to add miscellaneous data information click on corresponding 'Add' link button. The page will look like below:



(10) In order to add miscellaneous data information click on corresponding 'Add' link button. The page will look like below:

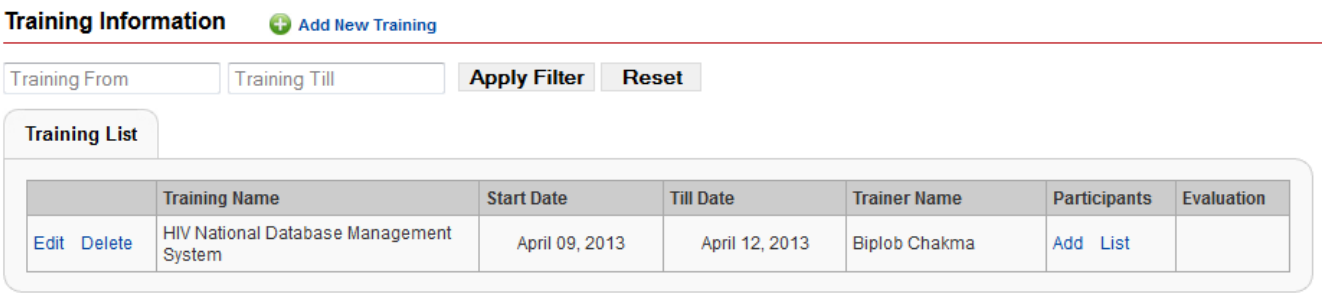


(11) In order to add miscellaneous data information click on corresponding 'Add' link button. The page will look like below:


Drug/TestKit Stock Information
PMTCT Drug Stock as on April 2013
Save & Close
Save
Cancel
Stock Type
All Types
Drug/Kit Name
Please Select
1. Stock at Beginning of Month
2. Stock at End of Month
3. Qty with Expiry Date ≤ 3 Months
4. Qty Expired in this Month
5. Qty Received in this Month
6. Qty Needed in Next 3 Months

3. Training Menu

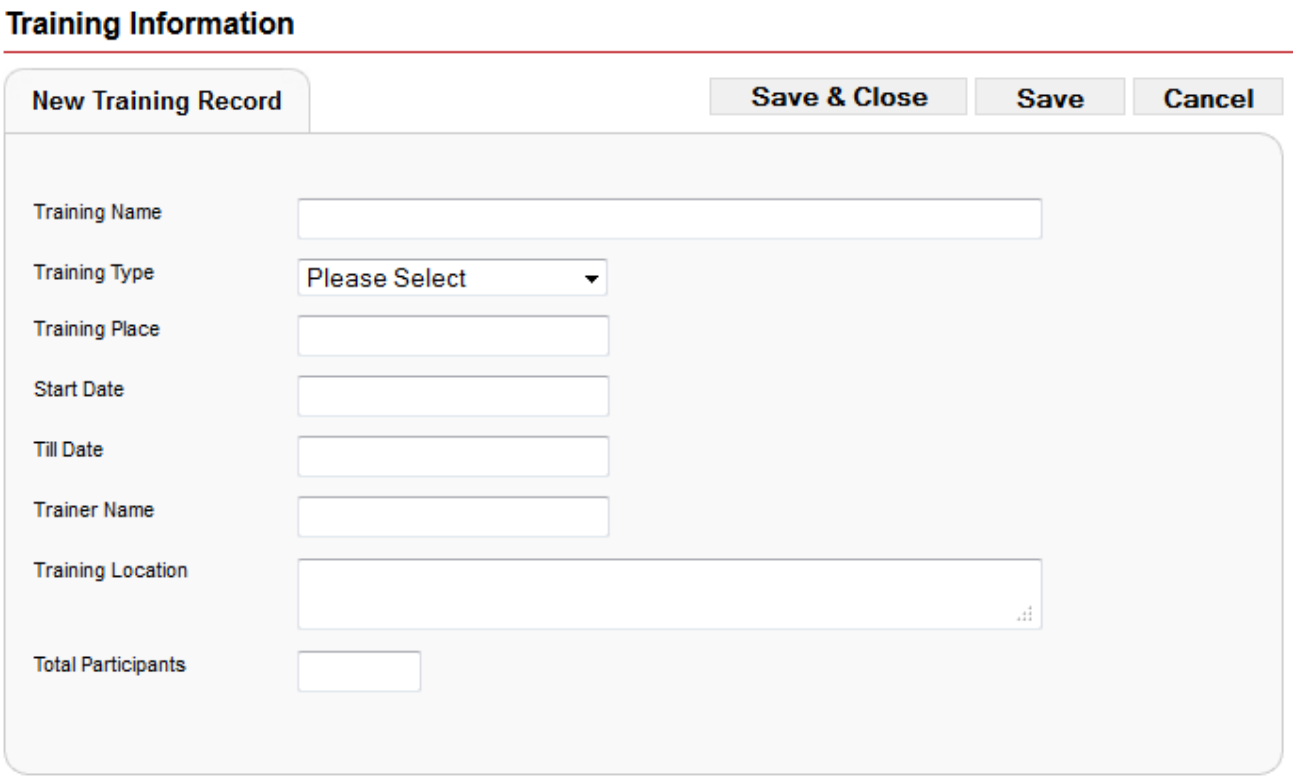
This menu is to save training records. Click on 'Training' menu to go to training GV page. The page will look like as shown below:



In order to add a new training and its participants details, do followings:

(1) Click on 'Add a New Training'

(2) You'd see below page:



(3) Type or select below information:
Training Name*: Name of training.
Training Type*: Type of training.
Training Place: Date on which test was done.
Start Date*: Training start date.
Till Date*: Training end date.
Trainer Name*: Name of the trainer.
Training Location: Details of training place (venue).
Total Participants: Total number of participants.

Important!
Field with * marking is a mandatory field that must be provided to save a TB test result details. If you don't provide that information, system will not save the information and will show error messages in red text.

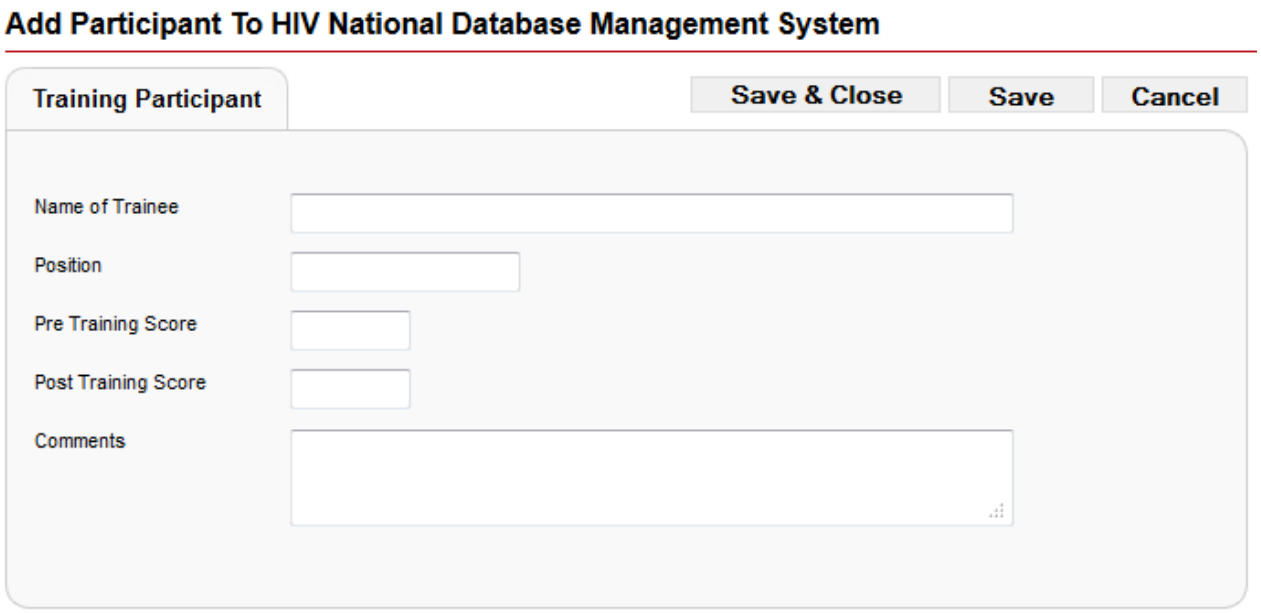
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB test result details GV page.

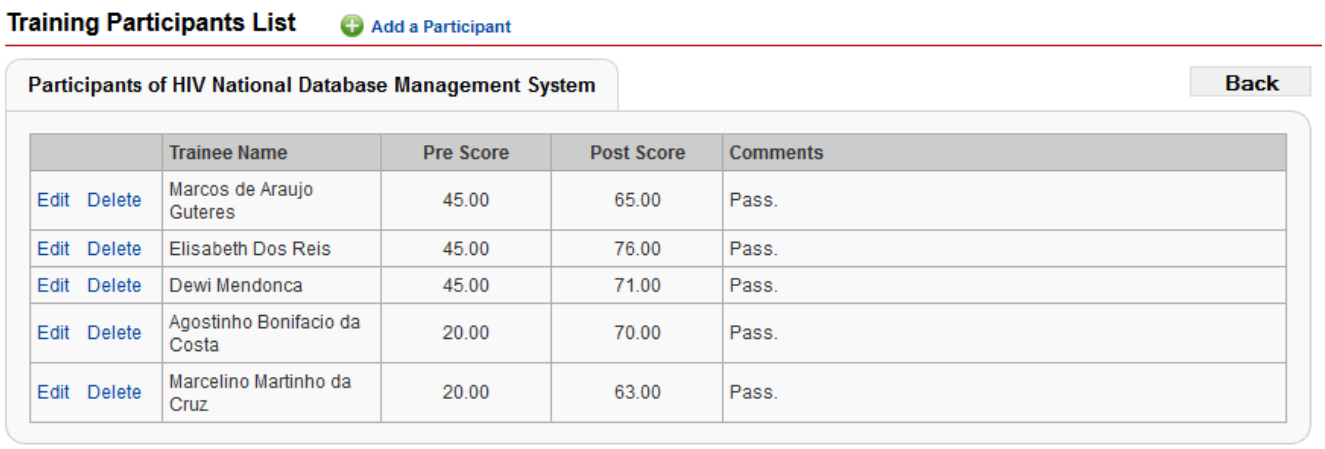
(5) Notice that there are two link buttons against each training; those are 'Add' and 'List'

(6) Use 'Add' link button to add a trainee and use 'List' when you want to see the list of all trainees of a training

(7) The page where you can enter trainee details looks like shown below:



(8) If you click on 'List' link button, the participants list will appear as shown below:



	Trainee Name	Pre Score	Post Score	Comments
Edit Delete	Marcos de Araujo Guteres	45.00	65.00	Pass.
Edit Delete	Elisabeth Dos Reis	45.00	76.00	Pass.
Edit Delete	Dewi Mendonca	45.00	71.00	Pass.
Edit Delete	Agostinho Bonifacio da Costa	20.00	70.00	Pass.
Edit Delete	Marcelino Martinho da Cruz	20.00	63.00	Pass.

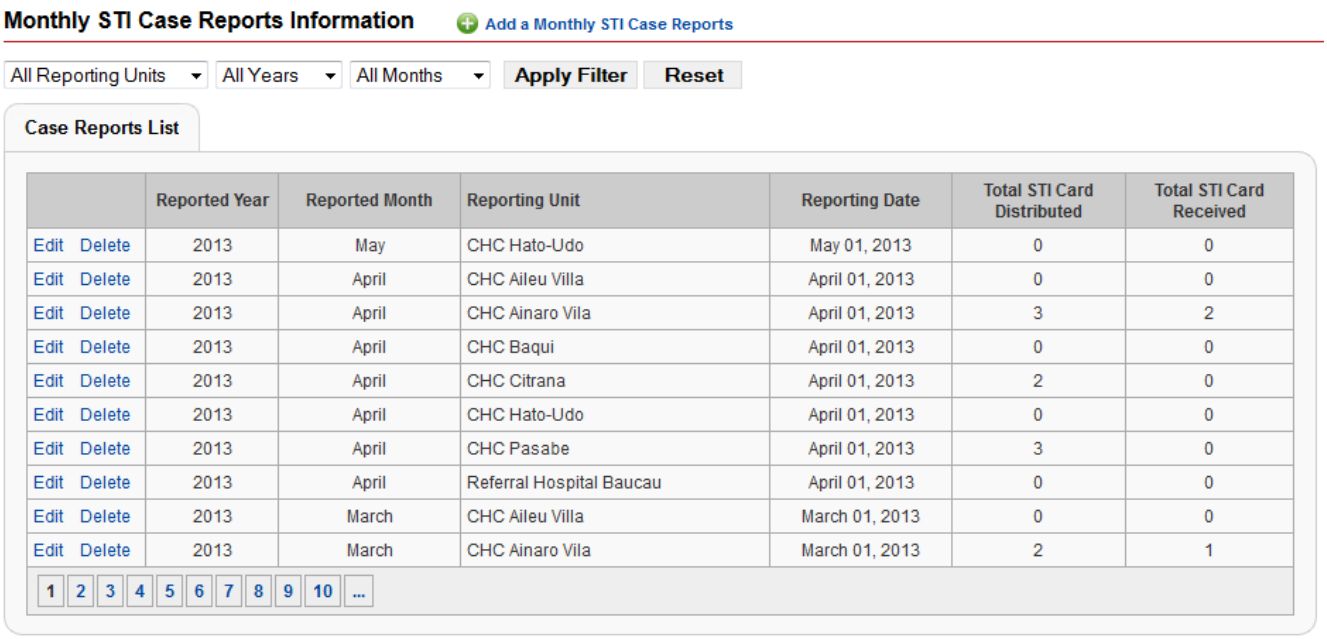
Chapter 6 – STI Tab

1. Overview

This tab contains the functionalities for entering STI data from periodic reports such as, STI monthly reports, training reports etc.

2. Monthly STI Case Reports Menu

This menu is to save records from monthly STI case reports. Click on 'Monthly STI Case Reports' menu to go to the monthly STI case report page. The GV page will look like shown below:

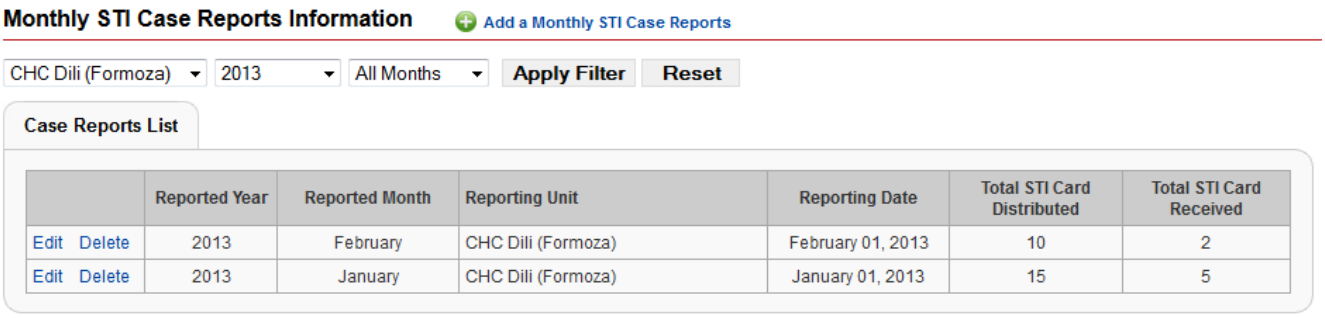


	Reported Year	Reported Month	Reporting Unit	Reporting Date	Total STI Card Distributed	Total STI Card Received
Edit Delete	2013	May	CHC Hato-Udo	May 01, 2013	0	0
Edit Delete	2013	April	CHC Aileu Villa	April 01, 2013	0	0
Edit Delete	2013	April	CHC Ainaro Vila	April 01, 2013	3	2
Edit Delete	2013	April	CHC Baqui	April 01, 2013	0	0
Edit Delete	2013	April	CHC Citrana	April 01, 2013	2	0
Edit Delete	2013	April	CHC Hato-Udo	April 01, 2013	0	0
Edit Delete	2013	April	CHC Pasabe	April 01, 2013	3	0
Edit Delete	2013	April	Referral Hospital Baucau	April 01, 2013	0	0
Edit Delete	2013	March	CHC Aileu Villa	March 01, 2013	0	0
Edit Delete	2013	March	CHC Ainaro Vila	March 01, 2013	2	1

1 2 3 4 5 6 7 8 9 10 ...

To see some particular STI case monthly reports, do followings:

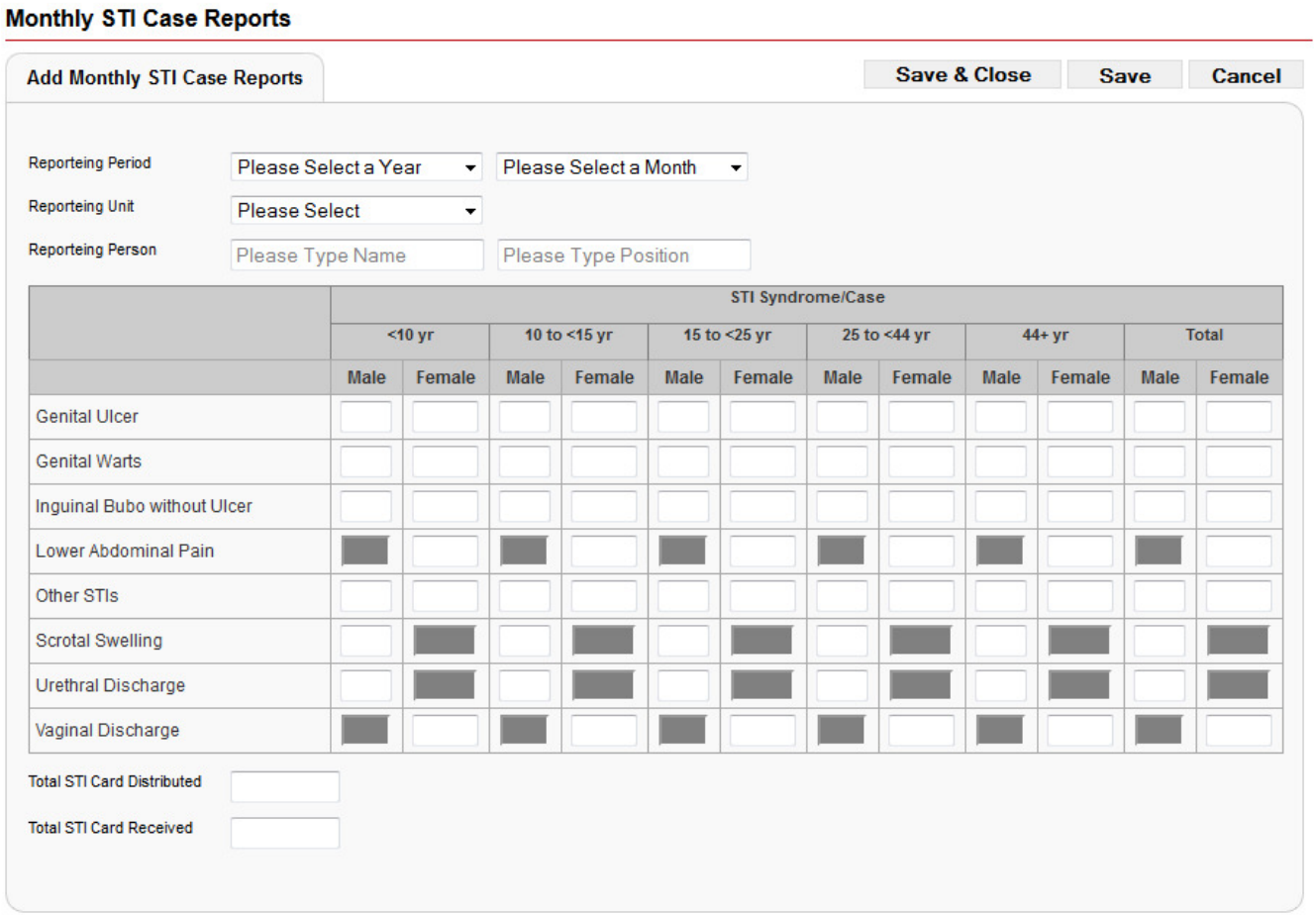
(1) Select a STI Center (say, CHC Dili (Formoza)), 2013 as Year and then click on 'Apply Filter' button.
(2) This will list all the STI case monthly reports of 2013 from CHC Dili (Formoza).
(3) The list will now look like as shown below:



In order to add new STI case monthly report, do followings:

(1) Click on 'Add a Monthly STI Case Report' link button

(2) You'd see below page:



(3) Type or select below information:

Reporting Period*: Reporting Month and Year.

Reporting Unit*: Reporting STI center.

Reporting Person: Name of the person sent the report.

STI Case Values: All STI syndrome cases as per age group.

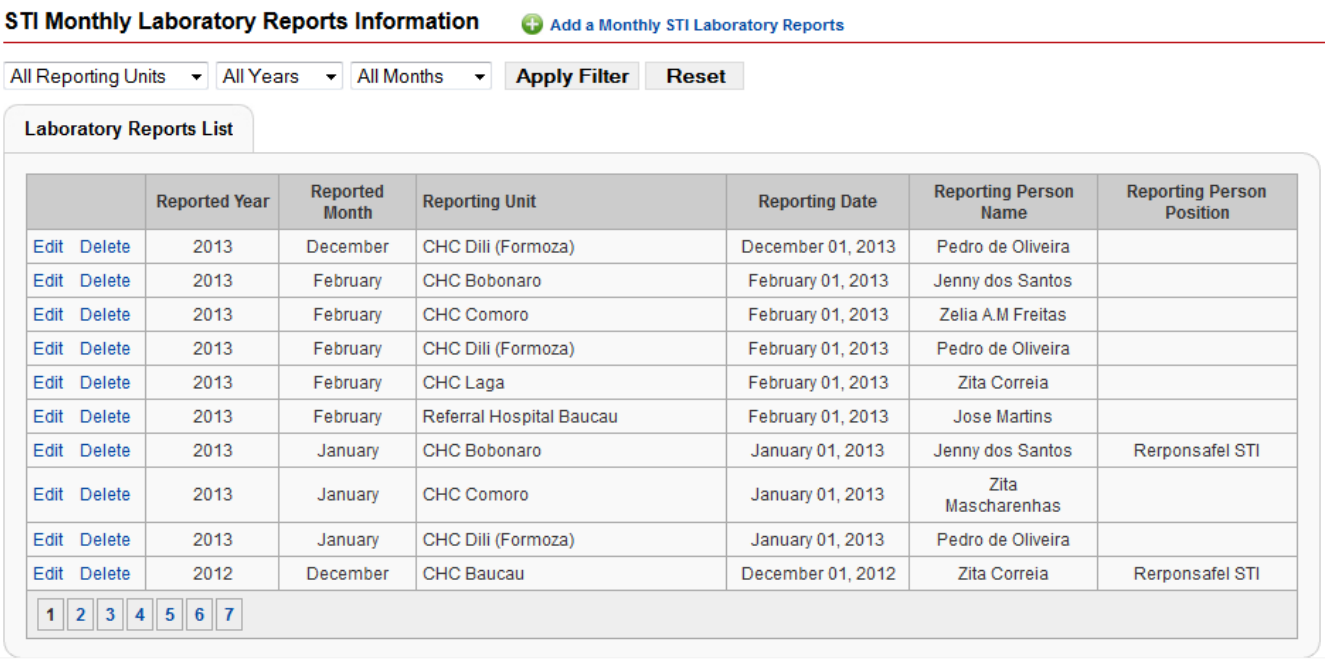
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

3. Monthly STI Laboratory Reports Menu

This menu is to save records from monthly STI laboratory reports. Click on 'Monthly STI Laboratory Reports' menu to go to the monthly STI laboratory report page. The GV page will look like shown below:

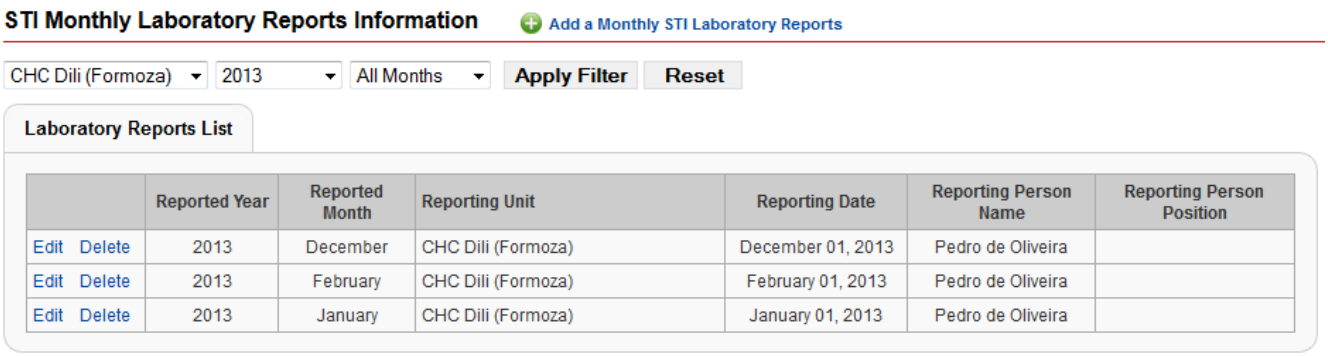


	Reported Year	Reported Month	Reporting Unit	Reporting Date	Reporting Person Name	Reporting Person Position
Edit Delete	2013	December	CHC Dili (Formoza)	December 01, 2013	Pedro de Oliveira	
Edit Delete	2013	February	CHC Bobonaro	February 01, 2013	Jenny dos Santos	
Edit Delete	2013	February	CHC Comoro	February 01, 2013	Zelia A.M Freitas	
Edit Delete	2013	February	CHC Dili (Formoza)	February 01, 2013	Pedro de Oliveira	
Edit Delete	2013	February	CHC Laga	February 01, 2013	Zita Correia	
Edit Delete	2013	February	Referral Hospital Baucau	February 01, 2013	Jose Martins	
Edit Delete	2013	January	CHC Bobonaro	January 01, 2013	Jenny dos Santos	Rerponsafel STI
Edit Delete	2013	January	CHC Comoro	January 01, 2013	Zita Mascharenhas	
Edit Delete	2013	January	CHC Dili (Formoza)	January 01, 2013	Pedro de Oliveira	
Edit Delete	2012	December	CHC Baucau	December 01, 2012	Zita Correia	Rerponsafel STI

1 2 3 4 5 6 7

To see some particular STI laboratory monthly reports, do followings:

(1) Select a STI Center (say, CHC Dili (Formoza)), 2013 as Year and then click on 'Apply Filter' button.
(2) This will list all the monthly STI laboratory reports of 2013 from CHC Dili (Formoza).
(3) The list will now look like as shown below:

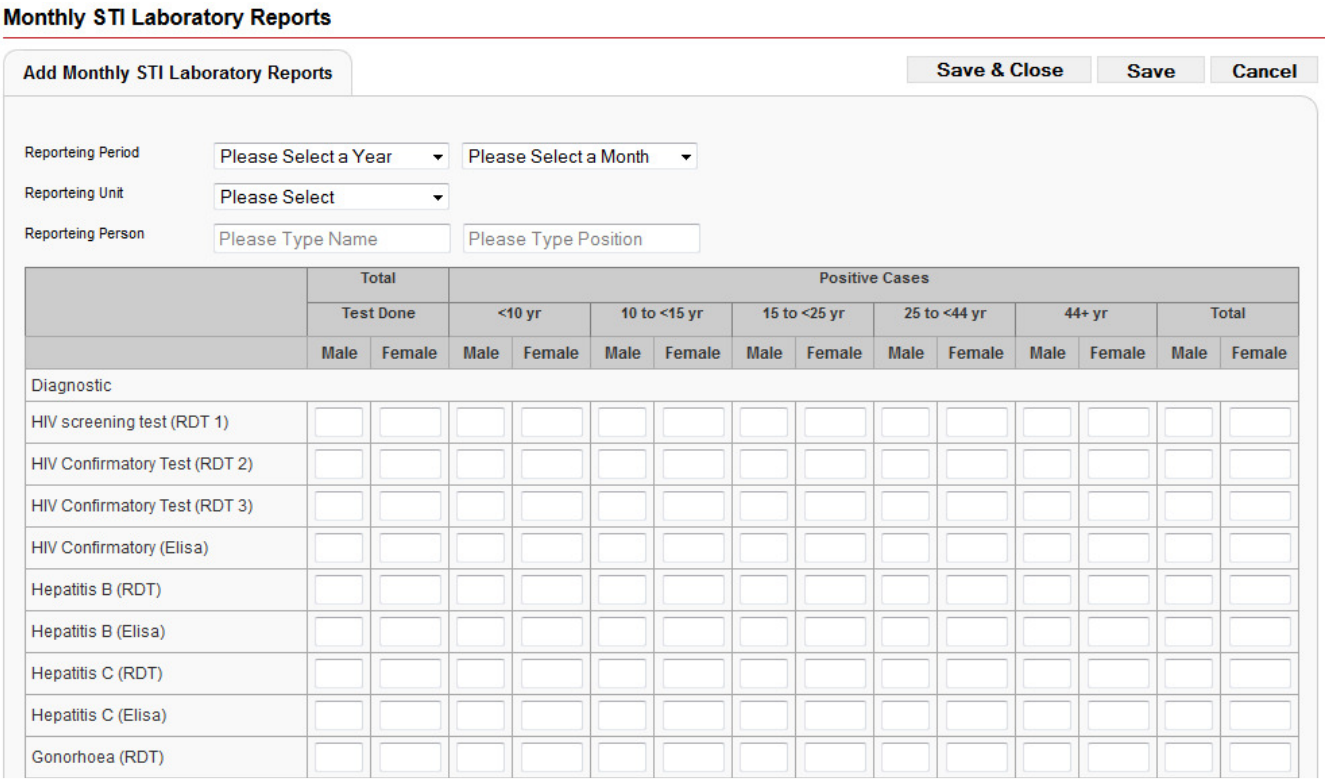


	Reported Year	Reported Month	Reporting Unit	Reporting Date	Reporting Person Name	Reporting Person Position
Edit Delete	2013	December	CHC Dili (Formoza)	December 01, 2013	Pedro de Oliveira	
Edit Delete	2013	February	CHC Dili (Formoza)	February 01, 2013	Pedro de Oliveira	
Edit Delete	2013	January	CHC Dili (Formoza)	January 01, 2013	Pedro de Oliveira	

In order to add new STI monthly report, do followings:

(1) Click on 'Add a Monthly STI Laboratory Report' link button

(2) You'd see below page:



	Total		Positive Cases											
	Test Done		<10 yr		10 to <15 yr		15 to <25 yr		25 to <44 yr		44+ yr		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Diagnostic														
HIV screening test (RDT 1)														
HIV Confirmatory Test (RDT 2)														
HIV Confirmatory Test (RDT 3)														
HIV Confirmatory (Elisa)														
Hepatitis B (RDT)														
Hepatitis B (Elisa)														
Hepatitis C (RDT)														
Hepatitis C (Elisa)														
Gonorhoea (RDT)														

(3) Type or select below information:

Reporting Period*: Reporting Month and Year.

Reporting Unit*: Reporting STI center.

Reporting Person: Name of the person sent the report.

STI Laboratory Values: All STI laboratory data as per age group.

Important!

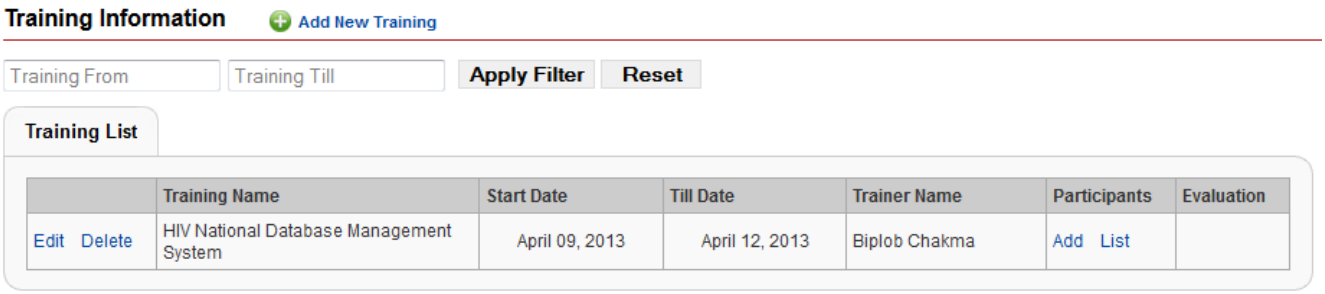
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

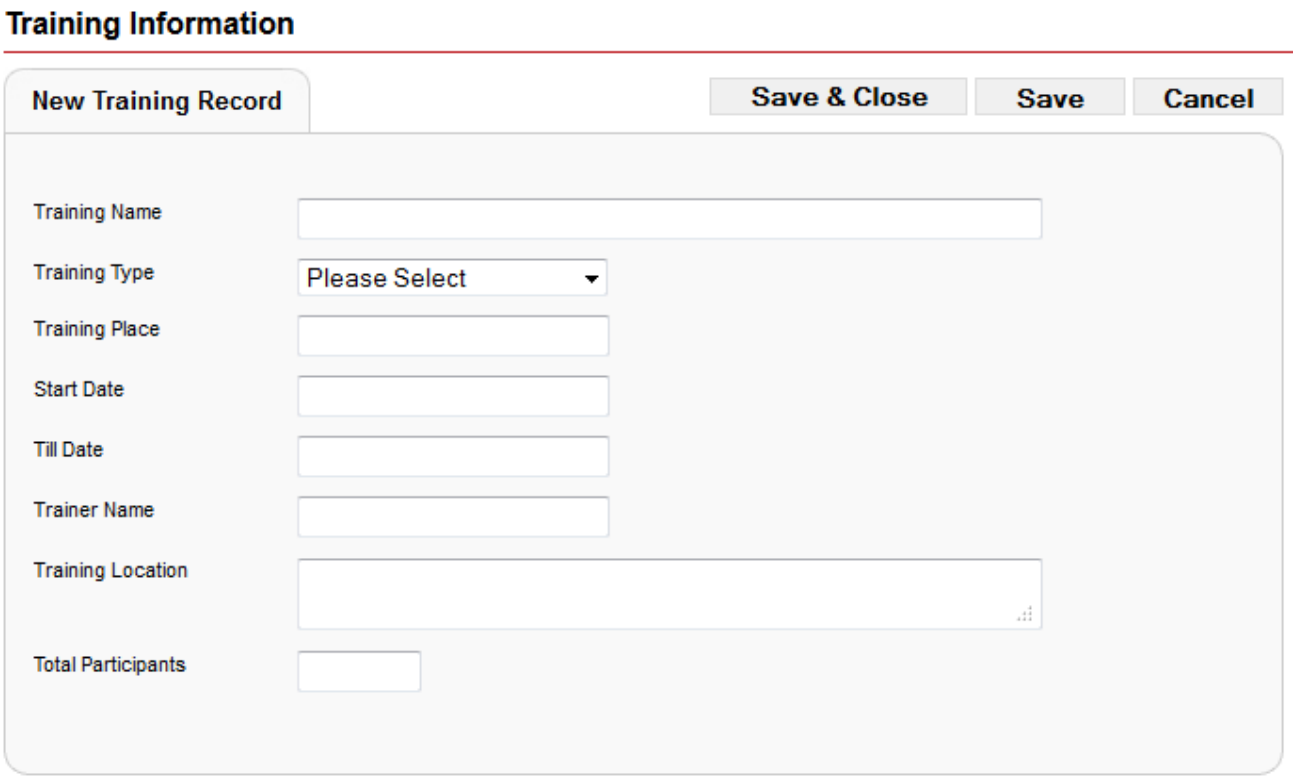
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

4. Training Menu

This menu is to save training records. Click on 'Training' menu to go to training GV page. The page will look like as shown below:



In order to add a new training and its participants details, do followings:
(1) Click on 'Add a New Training'
(2) You'd see below page:



(3) Type or select below information:
Training Name*: Name of training.
Training Type*: Type of training.
Training Place: Date on which test was done.
Start Date*: Training start date.
Till Date*: Training end date.
Trainer Name*: Name of the trainer.
Training Location: Details of training place (venue).
Total Participants: Total number of participants.

Important!
Field with * marking is a mandatory field that must be provided to save a TB test result details. If you don't provide that information, system will not save the information and will show error messages in red text.

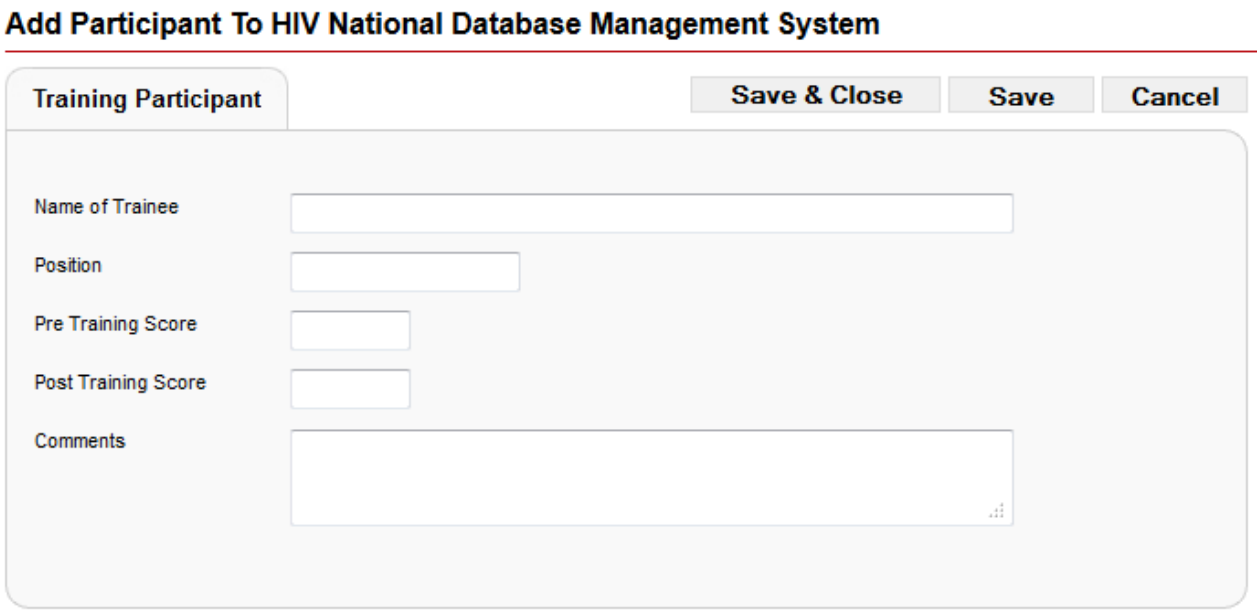
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to TB test result details GV page.

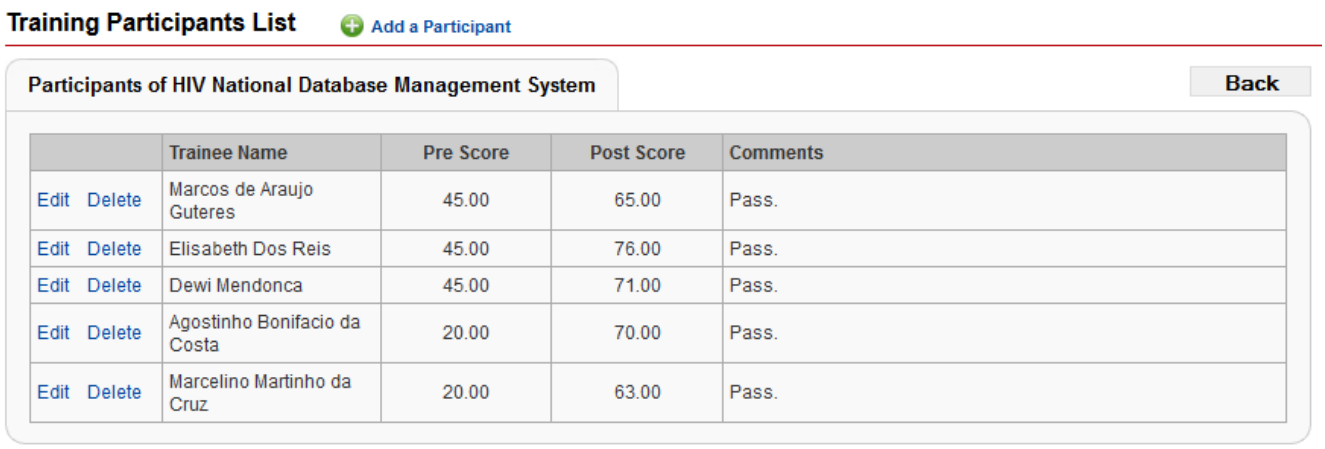
(5) Notice that there are two link buttons against each training; those are 'Add' and 'List'

(6) Use 'Add' link button to add a trainee and use 'List' when you want to see the list of all trainees of a training

(7) The page where you can enter trainee details looks like shown below:



(8) If you click on 'List' link button, the participants list will appear as shown below:



	Trainee Name	Pre Score	Post Score	Comments
Edit Delete	Marcos de Araujo Guteres	45.00	65.00	Pass.
Edit Delete	Elisabeth Dos Reis	45.00	76.00	Pass.
Edit Delete	Dewi Mendonca	45.00	71.00	Pass.
Edit Delete	Agostinho Bonifacio da Costa	20.00	70.00	Pass.
Edit Delete	Marcelino Martinho da Cruz	20.00	63.00	Pass.

Chapter 7 – ART Tab

1. Overview

This tab contains the functionalities for entering ART register and monthly follow-up data; such as, ART registration, monthly follow up data etc. All these functionalities are realized by some menus. These menus are:

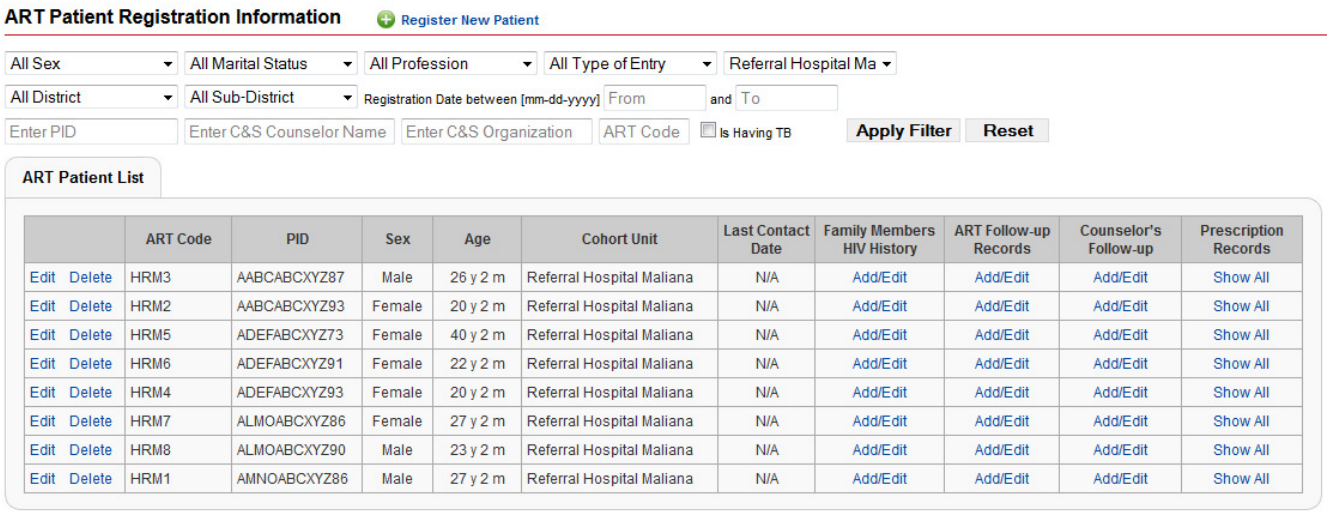
(1) ART Patient Register
(2) Training

If you click on 'ART tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

2. ART Patient Register Menu

This menu is to do HIV+ve patient registration into ART register. Click on 'ART Patient Register' menu to go to client registration page. To see the patients list of a particular registration unit do followings:

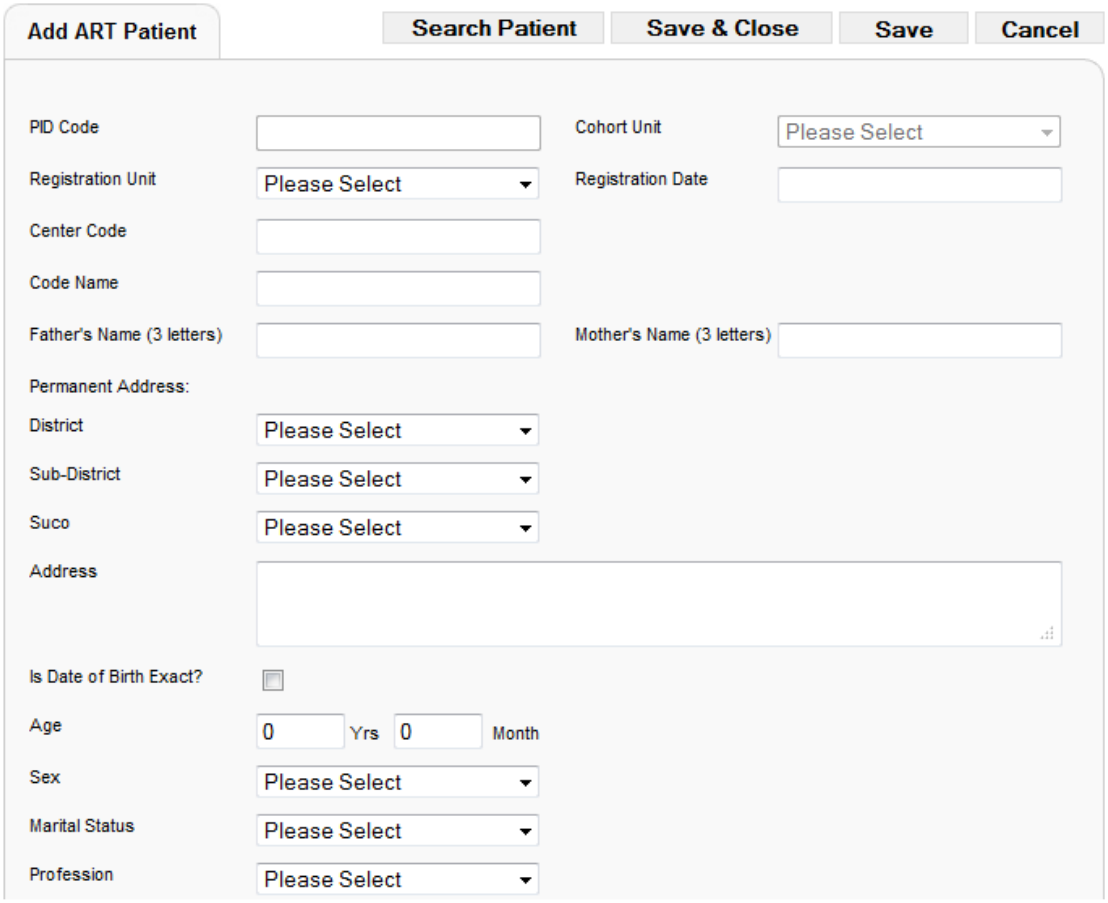
(1) Select a Cohort Unit (say, Referral Hospital Maliana) and then click on 'Apply Filter' button.
(2) This will list all the HIV+ve patients from Referral Hospital Maliana.
(3) The page will look like as shown below:

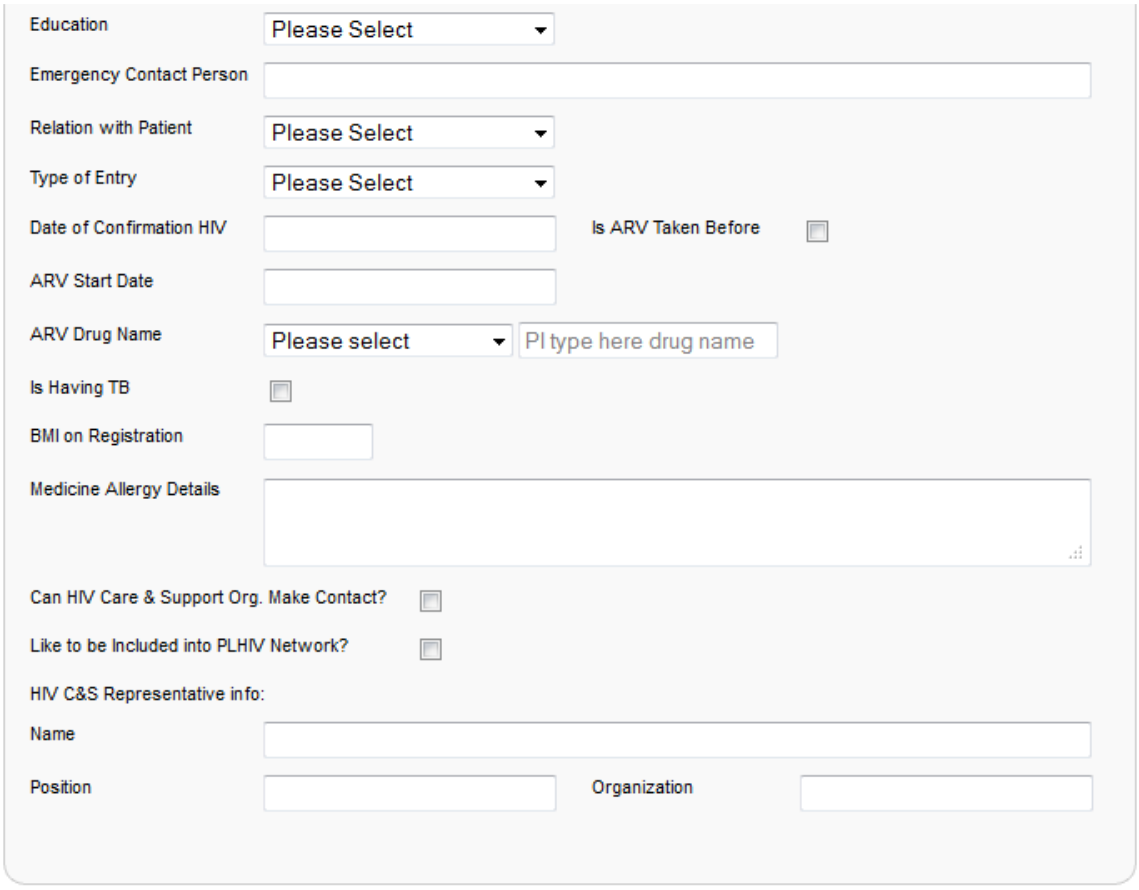

ART Patient Registration Information
Register New Patient
All Sex
All Marital Status
All Profession
All Type of Entry
Referral Hospital Ma
All District
All Sub-District
Registration Date between [mm-dd-yyyy]
From
and
To
Enter PID
Enter C&S Counselor Name
Enter C&S Organization
ART Code
Is Having TB
Apply Filter
Reset
ART Patient List
Edit Delete HRM3 AABCABCXYZ87 Male 26 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM2 AABCABCXYZ93 Female 20 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM5 ADEFABCXYZ73 Female 40 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM6 ADEFABCXYZ91 Female 22 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM4 ADEFABCXYZ93 Female 20 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM7 ALMOABCXYZ86 Female 27 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM8 ALMOABCXYZ90 Male 23 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All
Edit Delete HRM1 AMNOABCXYZ86 Male 27 y 2 m Referral Hospital Maliana N/A Add/Edit Add/Edit Add/Edit Show All

(4) Please note that, you can do further filtering to see more specific patients. Such as, if you are willing to see a particular patient then you'd need to use ART Code and do an 'Apply Filter'. Like this, you can choose various filters to view different patients list.

In order to register a new HIV+ve patient, do followings:
(1) Click on 'Register New Patient' link button
(2) You'd see below page:

ART Patient Registration Information





(3) Notice that, you cannot click on first two boxes i.e. PID Code and Cohort Unit. This is because this information will be shown automatically by the system.

(4) Type or select below information:

PID Code: System PID (NOT ART Code).
Cohort Unit: Unit where the patient is receiving treatment currently.
Registration Unit*: Registration unit.
Registration Date*: Date of registration.
Center Code*: This is the ART Code given from ART registration center.
Code Name*: First 3 letters from patient's name.
Mother's Name (3 letters)*: First 3 letters of patient's mother name.
Father's Name (3 letters)*: First 3 letters of patient's father name.

District*: Permanent district of the patient.
Sub District*: Permanent sub district of the patient.
Suco: Permanent suco of the patient.
Address: Permanent address of the patient.

Is DoB Exact: Most of the cases you'd not need to check this box as because exact date of birth may not be available. Instead, you'd need to enter age of the patient on

the registration day. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box; you will not see the age boxes.
Date of Birth: Date of birth of the patient.
Age*: Age of the client during on the registration date. There are two boxes; one is for year and another is for month. For example, if you'd like to enter age as 30 yrs 8 months, then you'd need to type 30 in the first box and 8 in the second box. Please note that, if you've chosen Is DoB Exact box, then you will see a date entry box for entering Date of Birth; you will not see these age boxes.
Sex*: Sex of the patient.
Marital Status: Marital status of the patient.
Profession: Profession of the patient.

Education: Education level of the patient.
Emergency Contact Person: Details of emergency contact person of the patient.
Relation with Patient: Relationship with the patient.
Type of Entry*: From where or how the patient has come.

Date of Confirmation HIV: Confirm HIV+ve date.
ARV Start Date: ARV start date.
ARV Drug Name: Name of ARV drug.

Is Having TB: Check if the patient is having TB co-infection.
BMI on Registration: BMI.
Medicine Allergy Details: Description on patient's allergy to medicine.

Can HIV Care & Support Org. Make Contact?: Check this if the patients wants to be contacted with HIV care and support organization(s). Please note that, if you don't select this, the patients will NOT BE VISIBLE in the HIV Prevention, Care and Support System (HIVPCSS).
Like to be Included into PLHIV Network?: Check this if the patients wants to be connected into PLHIV network. Please note that, if you don't select this, the patients will NOT BE VISIBLE in the HIV Prevention, Care and Support System (HIVPCSS).

HIV C&S Representative info:
Name: Name of HIV care and support person.
Position: Position of HIV care and support person.
Organization: Organization of the care and support person.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

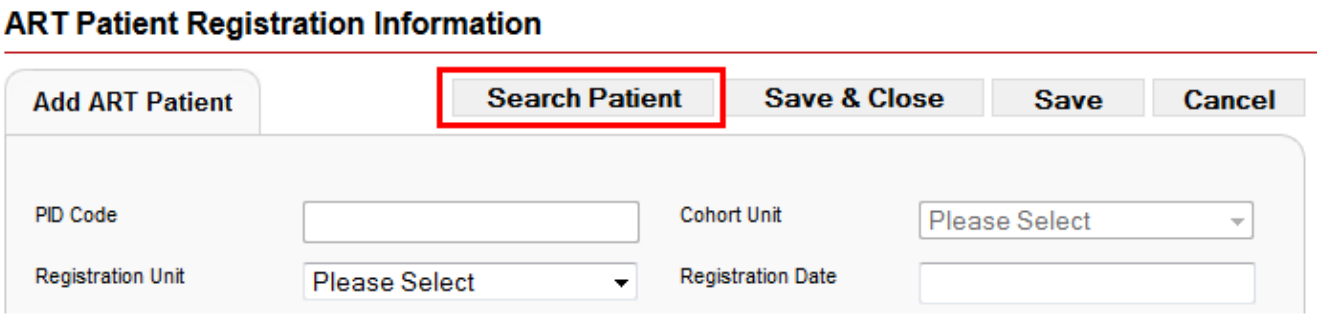
(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

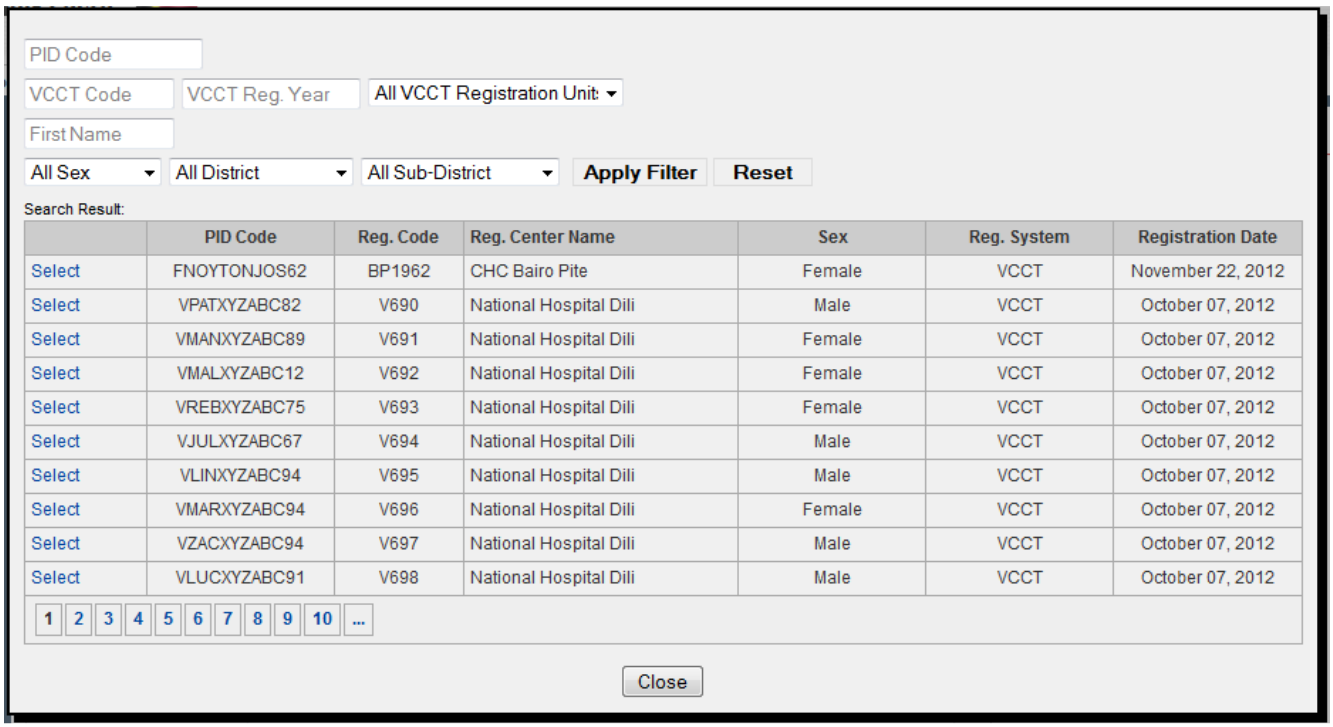
Search Client (Patient) Functionality

During ART registration, it is also possible to populate a VCCT client; such as a clients who is already been registered into VCCT register. Using 'Search Patient' functionality you can just tag that patient in the ART register while doing ART registration. This functionality is to ensure a better tracking of a person and also does not allow making duplicate entries of the same person.

To tag an existing client while doing ART registration, do followings:
(1) Make sure you are on the 'ART Registration' details page
(2) You'd see one button 'Search Patient' at the top of the page and at the left of button 'Save & Close' as shown below:



(3) Click on 'Search Patient' button
(4) You'd see below page:



	PID Code	Reg. Code	Reg. Center Name	Sex	Reg. System	Registration Date
Select	FNOYTONJOS62	BP1962	CHC Bairo Pite	Female	VCCT	November 22, 2012
Select	VPATXYZABC82	V690	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VMANXYZABC89	V691	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VMALXYZABC12	V692	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VREBXYZABC75	V693	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VJULXYZABC67	V694	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VLINXYZABC94	V695	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VMARXYZABC94	V696	National Hospital Dili	Female	VCCT	October 07, 2012
Select	VZACXYZABC94	V697	National Hospital Dili	Male	VCCT	October 07, 2012
Select	VLUCXYZABC91	V698	National Hospital Dili	Male	VCCT	October 07, 2012

1 2 3 4 5 6 7 8 9 10 ...

(5) In the above GV, you'd see a list of all individual persons who have been registered previously. They could be in HIV system or even in TB system or Prevention, Care & Support System

(6) As explained under 'VCCT Client Register' menu, you can do a search to find out the VCCT client and then when you've identified the client, click on 'Select' link button

Important!

It is recommended to tag EVERY HIV+ve patients while doing registration. Because, as per national VCCT guideline, VCCT is the ONLY DOOR for accessing ART i.e. every HIV+ve patient WILL HAVE a VCCT CODE. You must use that code to make sure that same person is not entered duplicate!

As you look at the ART GV, you will notice that there are 4 columns with link buttons against each HIV+ve patient. Those are:

(1) Family Members HIV History Column: Use this link button to enter family members HIV history of the HIV+ve patient.

(2) ART Follow-up Records Column: Use this link button to enter ART follow-up records of HIV+ve patient.

(3) Counselor's Follow-up Records Column: Use this link button to enter counselors' time to time follow-up records of HIV+ve patients.

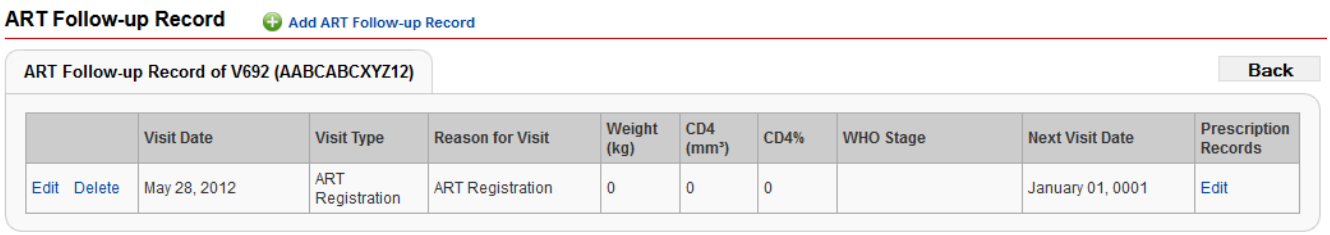
(4) Prescription Records Column: Use this link button if you want to see the prescription details of HIV+ve patients.

3. ART Follow-up Records Entry

This functionality is to record ART follow-up records of HIV+ve patients. This is NOT implemented through any menu; instead, this is done from the ART register GV page.

To add ART follow-up records, do followings:

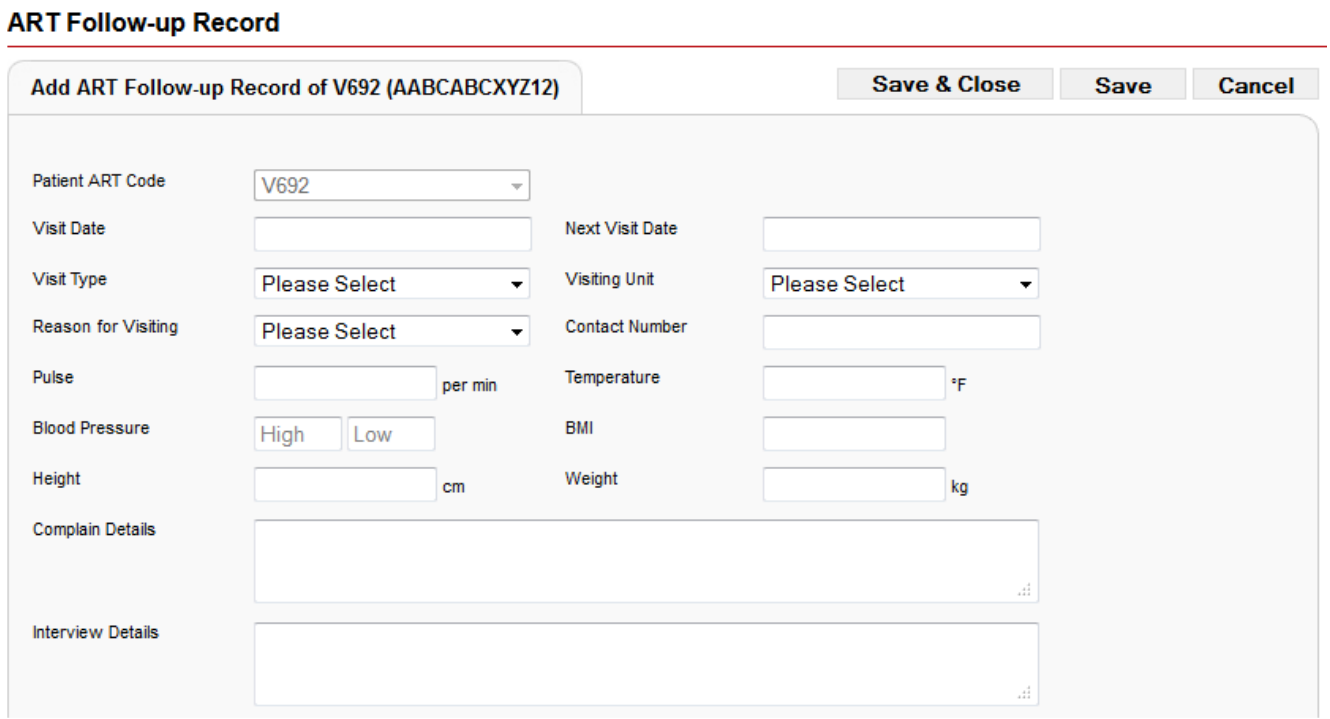
(1) Make sure that you are on the ART Register GV page
(2) Click on 'Add/Edit' link button of column ART Follow-up Records of the HIV+ve patient
(3) This will load a page that will look like shown below:

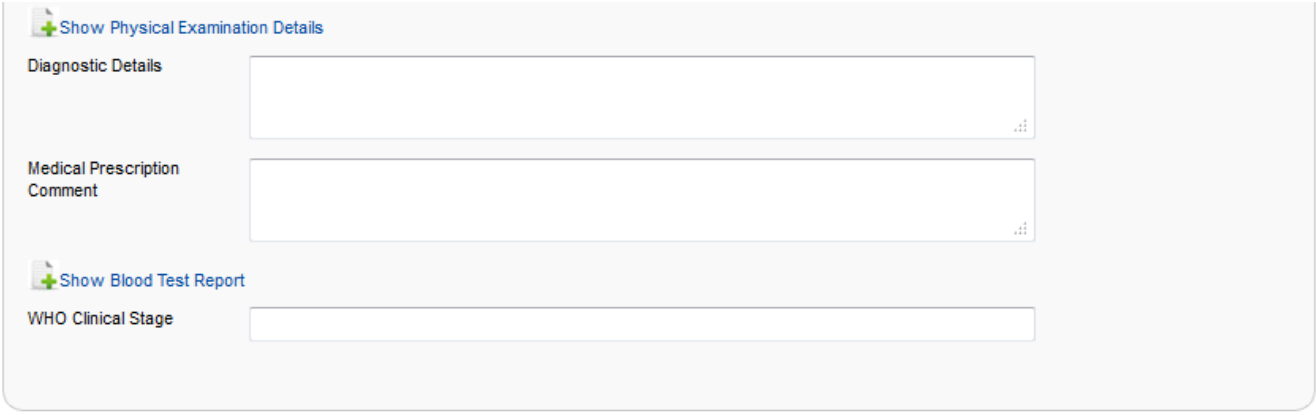


	Visit Date	Visit Type	Reason for Visit	Weight (kg)	CD4 (mm³)	CD4%	WHO Stage	Next Visit Date	Prescription Records
Edit Delete	May 28, 2012	ART Registration	ART Registration	0	0	0		January 01, 0001	Edit

This GV shows the list of all ART follow-up records of that patient.

To add a new ART follow-up record, do followings:
(1) click on 'Add ART Follow-up Record' link button and the page will get loaded which will look like shown below:





(2) Type or select below information:

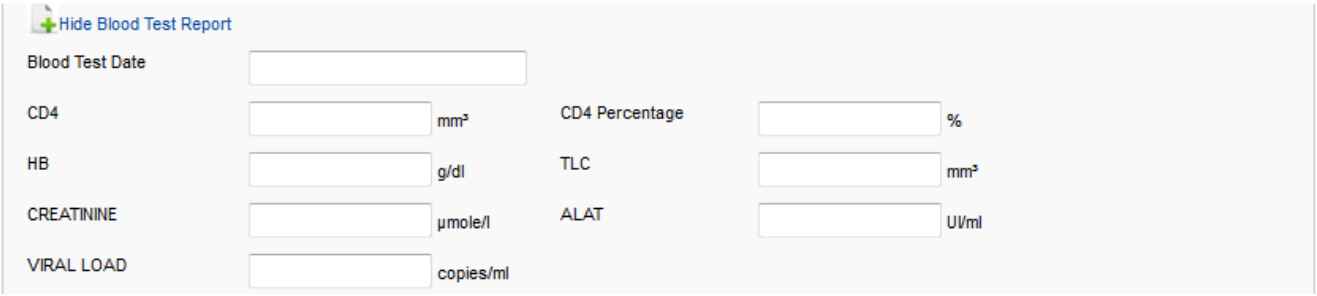
Patient ART Code: HIV+ve patient's ART code (shown automatically by system and cannot be changed).
Visit Date*: Date of ART follow-up.
Next Visit Date: Date when the patient is suggested to come next time for ART follow-up.
Visit Type*: Type of visit.
Visiting Unit*: Unit where the patient has come for ART follow-up.
Reason for Visiting: Reason for ART follow-up visit.
Contact Number: Contact number of the patient.
Pulse: Pulse during visit.
Temperature: Temperature during visit.
Blood Pressure: Blood pressure during visit.
BMI: BMI during visit.
Height: Height during visit.
Weight: Weight during visit.
Complain Details: Complains from patients.
Interview Details: Doctor's remarks on the ART follow-up interview regarding patient's overall status.

Diagnostic Details: Diagnostic details of the patient.
Medical Prescription Comments: Prescription details given by doctor.
WHO Clinical Stage: WHO clinical stage determined by doctor.

There are some more additional information you can enter; such as physical examination details and blood test report information. To do that, do following:
(1) Click on link button 'Show Physical Examination Details' and below information will appear:

(2) Now type appropriate details in the boxes.

(3) Now click on link button 'Show Blood Test Report' and below information will appear:



(4) Now type appropriate details in the boxes.

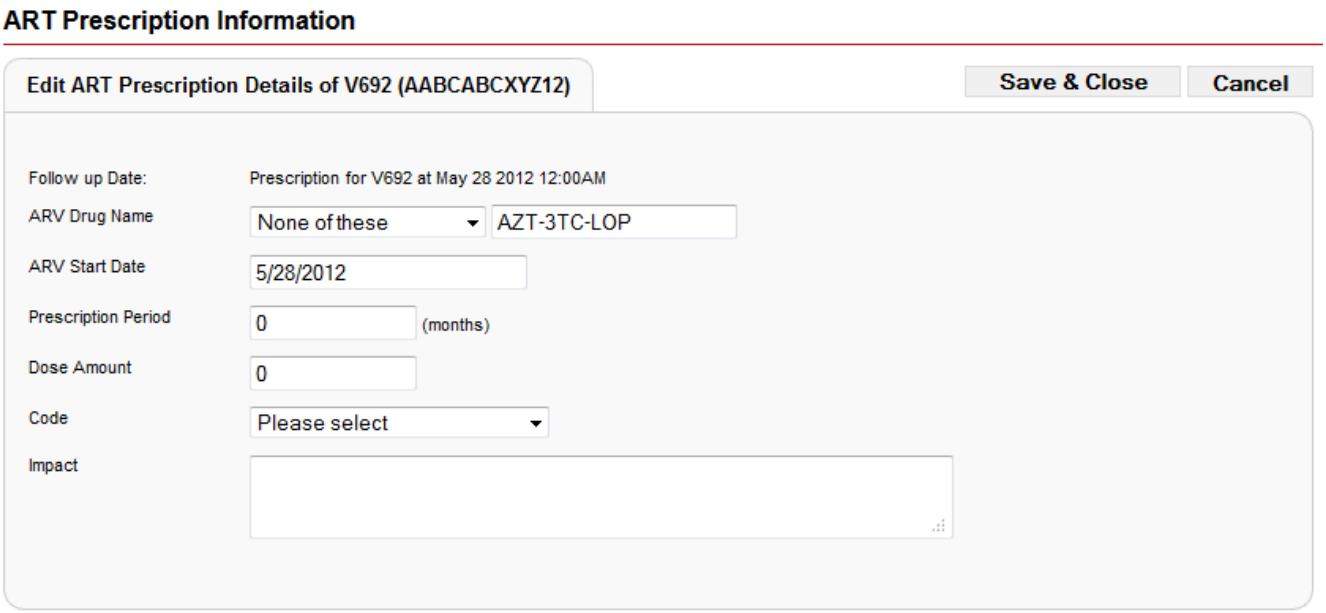
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

To add prescription records, do followings:

(1) Make sure that you are on ART Follow-up GV page i.e. list of all ART follow-up records.
(2) Click on the link button 'Add' at very right side of the ART follow-up record for which you are going to add prescription details.
(3) Following page will appear:



(4) Now type or select followings:

ARV Drug Name*: ARV drug name as prescribed by doctor.
ARV Start Date*: Start date of above ARV.
Prescription Period: For how many months the drug is given to the patient.
Dose Amount: Dose amount of the drug i.e. amount of drug to be swallowed.
Code: Treatment code.
Impact: Expected impact (if any) as described by doctor.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to ART Follow-up Record GV page.

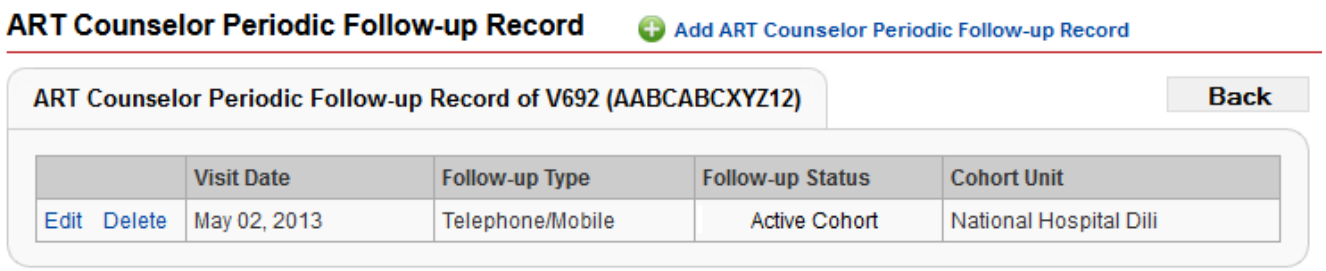
(6) Now click on 'Back' button (at the top right side of the GV) to go back to ART Register GV page.

4. Counselor Follow-up Records Entry

This functionality is to record ART counselors' follow-up records of HIV+ve patients. This is NOT implemented through any menu; instead, this is done from the ART register GV page.

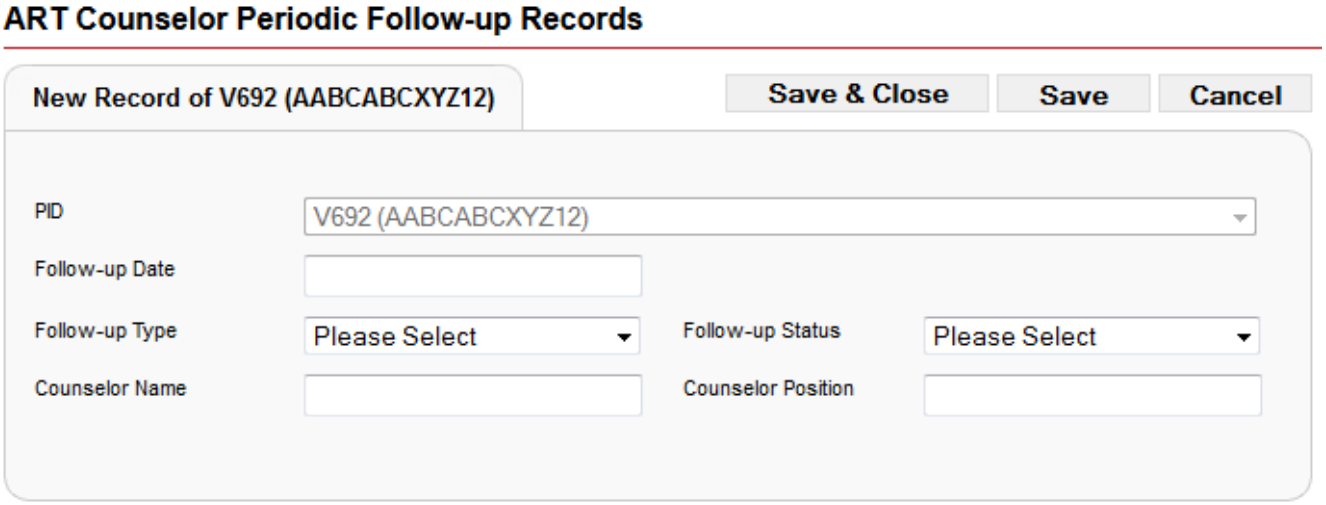
To add ART follow-up records, do followings:

(1) Make sure that you are on the ART Register GV page
(2) Click on 'Add/Edit' link button of column Counselor's Follow-up Records of the HIV+ve patient
(3) This will load a page that will look like shown below:



This is the list of all counselor follow-up records of selected HIV+ve patient.

Now, to add a counselor follow-up record, do followings:
(1) Make sure you are in the Counselor Follow-up GV page (shown above).
(2) Click on link button 'Add ART Counselor Periodic Follow-up Record'
(3) This will load below page:



(4) Type or select followings:

Follow-up Date*: Date on which counselor did the follow-up. Note that, follow-up date must be greater than registration date!
Follow-up Type*: Type of follow-up.
Follow-up Status*: Status of the patient during follow-up.
Counselor Name: Name of counselor did follow-up.
Counselor Position: Position of counselor.

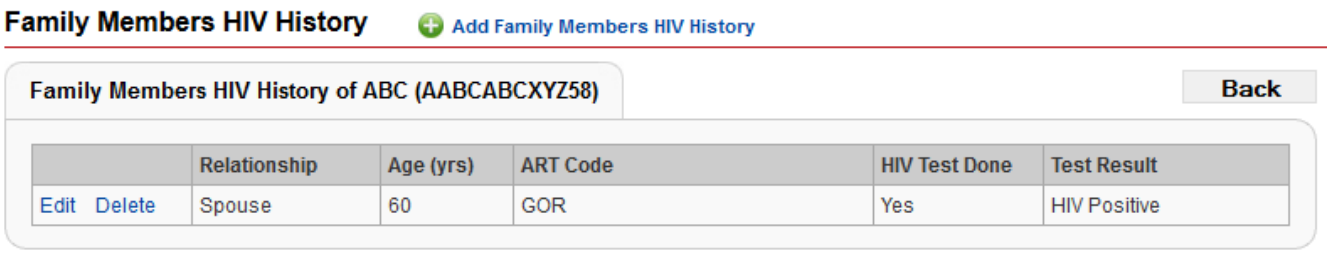
(5) Now click on 'Back' button (at the top right side of the GV) to go back to ART Register GV page.

5. Family Members HIV History Entry

This functionality is to record family members' information of HIV+ve patients. This is NOT implemented through any menu; instead, this is done from the ART register GV page.

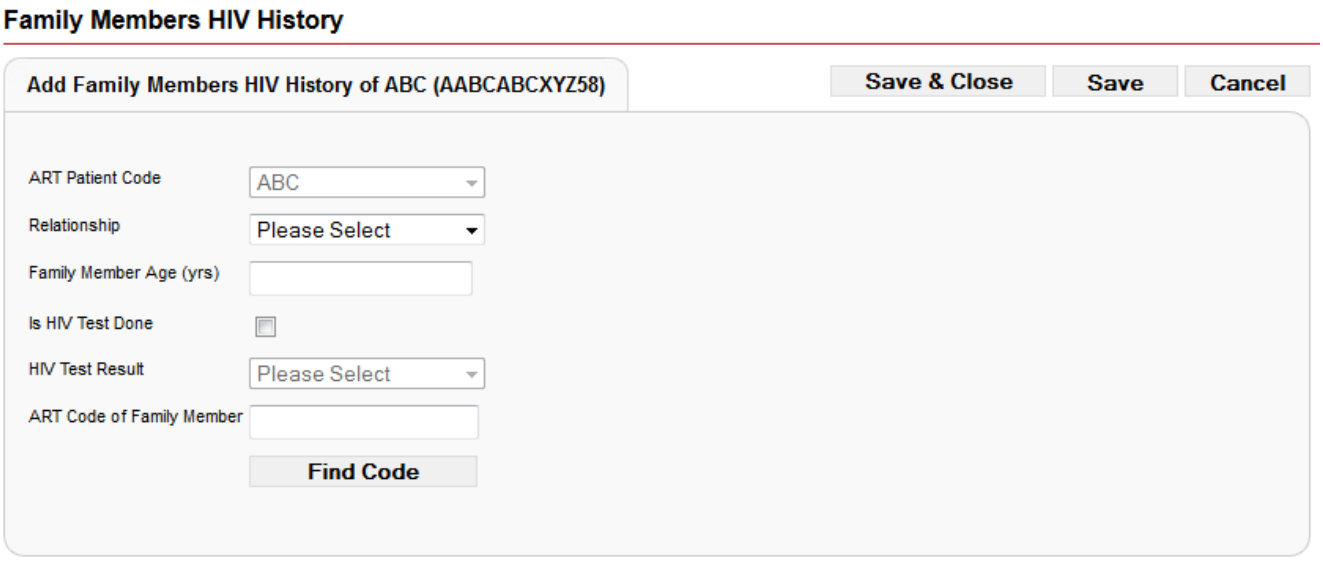
To add ART follow-up records, do followings:

(1) Make sure that you are on the ART Register GV page
(2) Click on 'Add/Edit' link button of column Family Members HIV History of the HIV+ve patient
(3) This will load a page that will look like shown below:



This is the list of all family members' HIV history/records of selected HIV+ve patient.

Now, to add family members' records, do followings:
(1) Make sure you are in the Family Members HIV History GV page (shown above).
(2) Click on link button 'Add Family Members HIV History'
(3) This will load below page:



(4) Type or select followings:

Relationship*: Relationship with the patient.
Family Member's Age*: Age of the family member.
Is HIV Test Done: Check if HIV test done for this family member.
HIV Test Result*: HIV test result (this is must entry if you have chosen Is HIV Test Done above).
ART Code of Family Member: ART code of family member. Tag this family member through Search Patient functionality explained under 'ART Patient Register' menu.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to ART Register GV page.

(6) Now click on 'Back' button (at the top right side of the GV) to go back to ART Register GV page.

Chapter 8 – Administration Tab

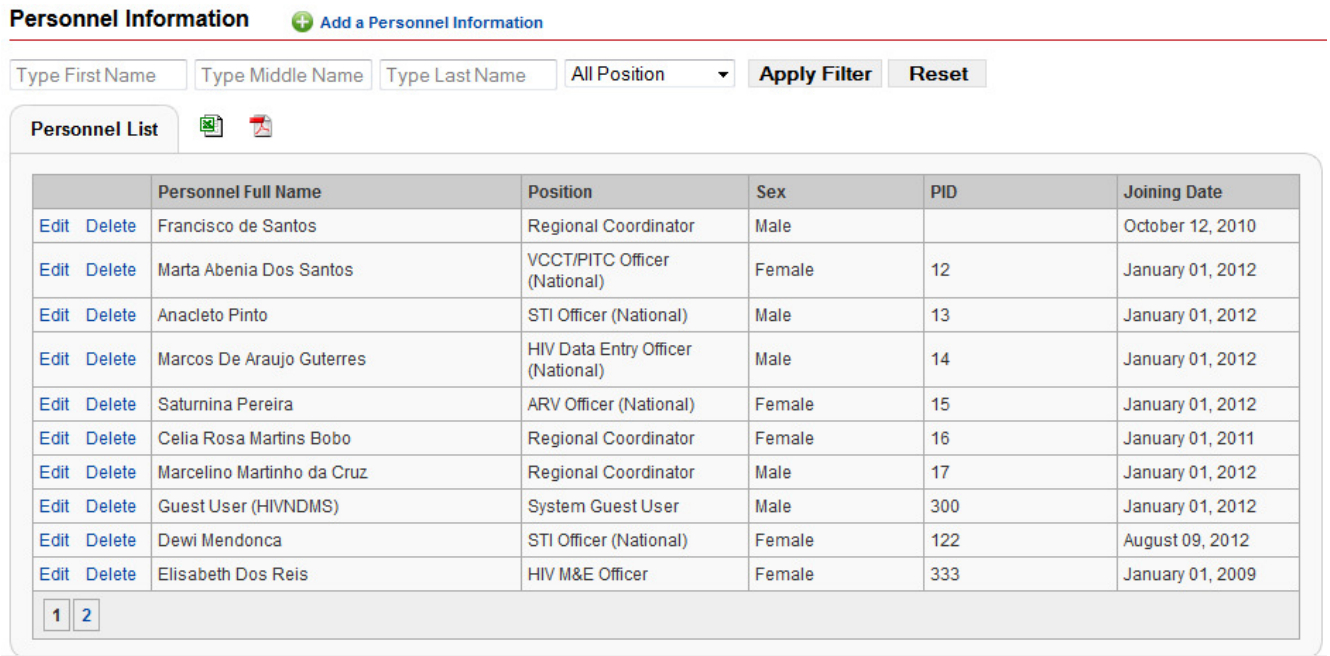
1. Overview

This tab contains the functionalities for assigning privilege to users. An user (may be normal user or super user) can assign privileges to other users if he/she has the permission to do that task. The tab contains following two menus:

(1) Personnel Information
(2) Assign Privilege

2. Personnel Information

This menu is to enter personnel information such as staffs and system user information. Click on 'Personnel Information' to go to personnel information page. You'd see all the available personnel in the GV list with their detail information. The GV will look like shown below:

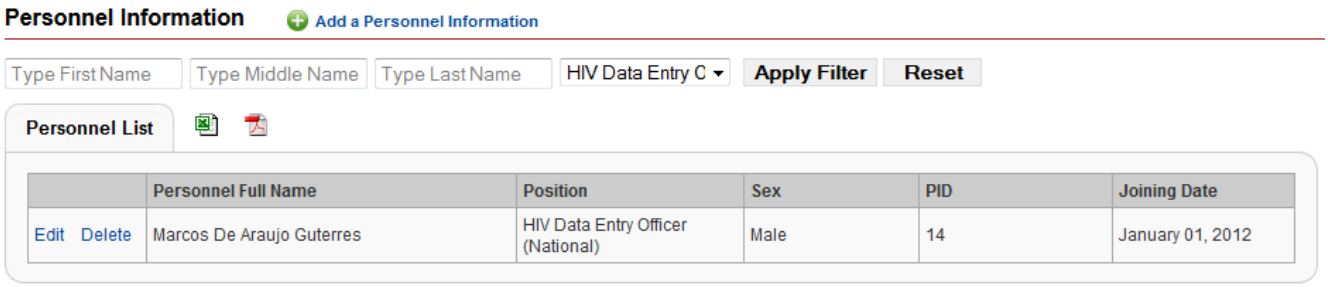


	Personnel Full Name	Position	Sex	PID	Joining Date
Edit Delete	Francisco de Santos	Regional Coordinator	Male		October 12, 2010
Edit Delete	Marta Abenia Dos Santos	VCCT/PITC Officer (National)	Female	12	January 01, 2012
Edit Delete	Anacleto Pinto	STI Officer (National)	Male	13	January 01, 2012
Edit Delete	Marcos De Araujo Guterres	HIV Data Entry Officer (National)	Male	14	January 01, 2012
Edit Delete	Saturnina Pereira	ARV Officer (National)	Female	15	January 01, 2012
Edit Delete	Celia Rosa Martins Bobo	Regional Coordinator	Female	16	January 01, 2011
Edit Delete	Marcelino Martinho da Cruz	Regional Coordinator	Male	17	January 01, 2012
Edit Delete	Guest User (HIVNDMS)	System Guest User	Male	300	January 01, 2012
Edit Delete	Dewi Mendonca	STI Officer (National)	Female	122	August 09, 2012
Edit Delete	Elisabeth Dos Reis	HIV M&E Officer	Female	333	January 01, 2009

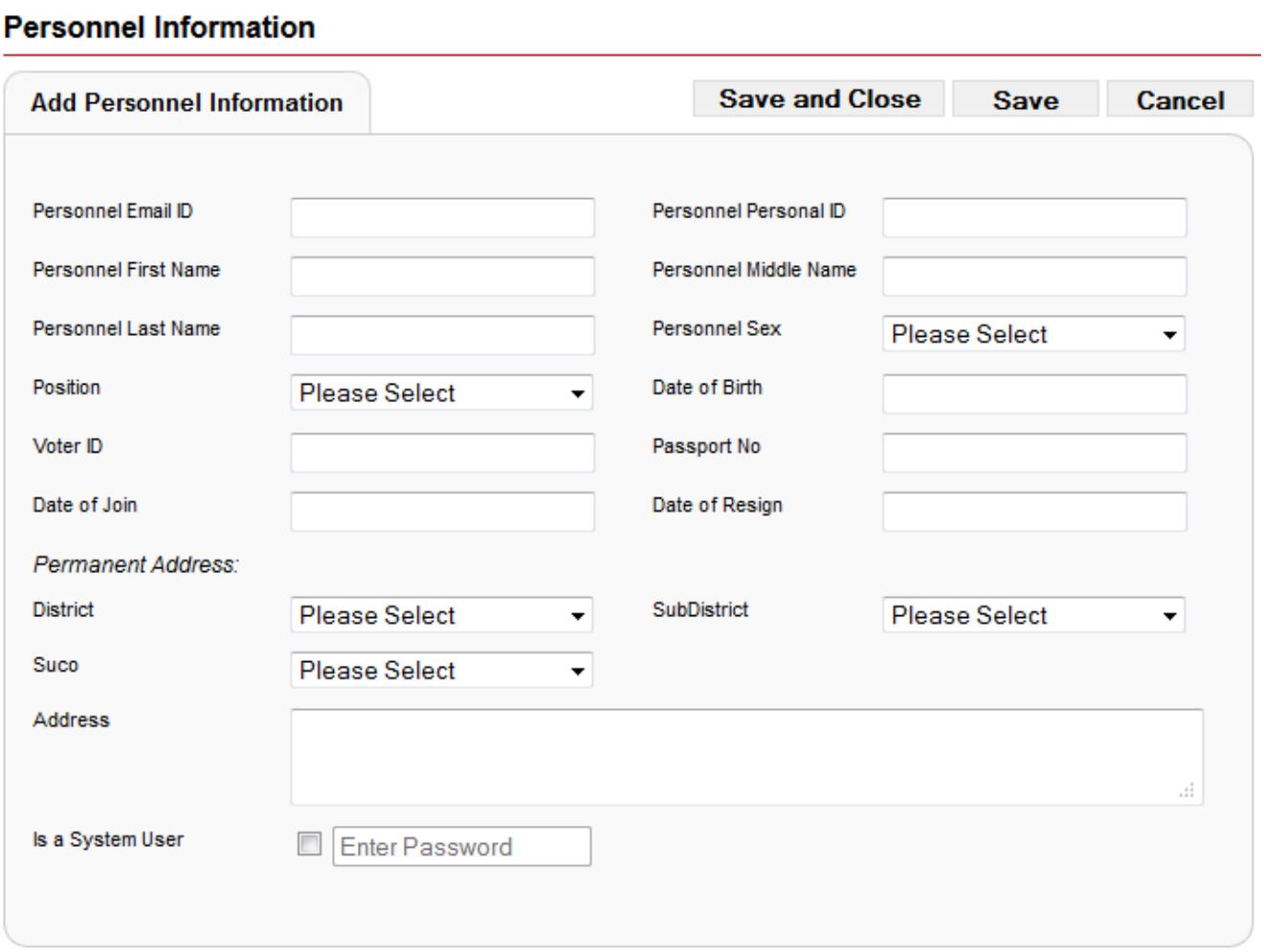
1 2

At this point you may do an 'Apply Filter' to view specific organizations. To do this, do followings:
(1) Select a position category (say, HIV Data Entry Officer (National)) from DDL in the filter section
(2) Then click on 'Apply Filter'

(3) Notice that, the GV is now filled with all staffs with position HIV Data Entry Officer (National)



In order to add new personnel information, do followings:
(1) Click on 'Add a Personnel Information' link button
(2) You'd see below page:



(3) Type or select below information:

Personnel Email ID*: This is the ID for logging into the system. This is a must entry when you'd define a person as a system user. But if you are not defining the person as a system user, then you can keep this field blank.
Personnel ID: This is the ID given to each individual staff by admin department (if any).
Personnel First Name*: First name of the person.
Personnel Middle Name: Middle name of the person.
Personnel Last Name: Last name of the person.
Personnel Sex*: Sex of the person.
Position*: Position of the person.
Date of Birth*: Date of birth of the person.
Voter ID: Voter ID of the person.
Passport No: Passport no of the person.
Date of Join: Date of joining to the office.
Date of Resign: Date of resigning from the office.
District*: Permanent district of the person.
Sub District*: Permanent sub district of the person.
Suco: Permanent suco of the person.
Address: Permanent address of the person.
Is a System User: Check this field if you want to define the person as system user. If you choose to do so, then you must provide Email ID (explained above) and a Password*.

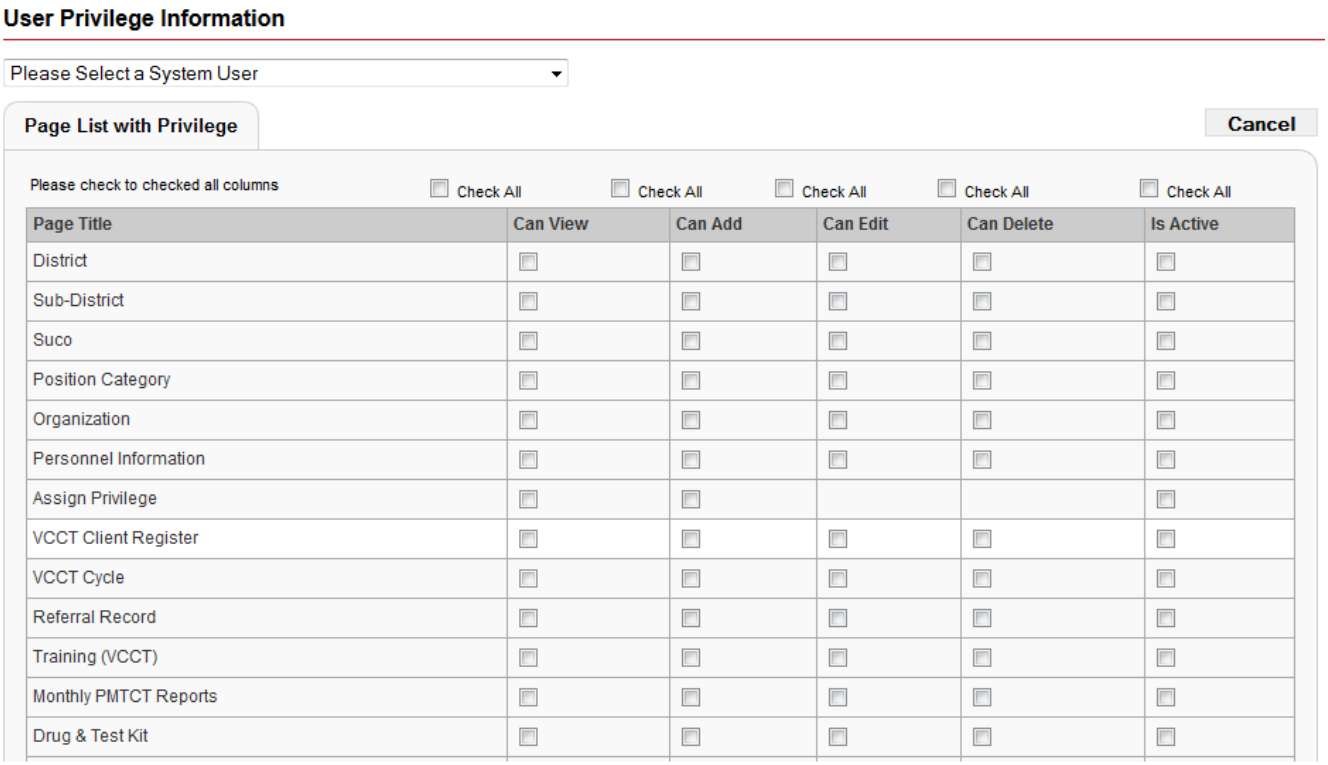
Important!
Field with * marking is a mandatory field that must be provided to save a person/staff. If you don't provide that information, system will not save the person/staff and will show error message in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to personnel list GV.

3. Assign Privilege Menu

When a person logs into the system, he/she will see a menu called 'Assign Privilege'. The page will look like below:



Please note that, if a user cannot see this menu/page, then he/she is not given permission to do this task!

In this image, the list shows all the menu names that are available in the system. Super user or the person giving privilege will only need to choose the appropriate menu from list. Also notice that, for each menu there are columns for assigning rights/permissions to user; such as:

Can View – user will be able to see the data only; cannot do anything else!
Can Add – user will be able to view and as well as add new record
Can Edit – user will be able to edit an existing record
Can Delete – user will be able to delete an existing record
Is Active – user will be able to see the menu after logging into the system

To assign privilege to a user, do followings:

(1) Select a person (user) from DDL for whom you'd like to assign privilege.
(2) Now choose the appropriate rights/permissions for the pages you have planned to assign to that user.

(3) After you complete assigning rights/privileges to a user, click on Save button to save the changes.
(4) If you don't want to save and quit from assigning privileges, click on Cancel button.

Chapter 9 – Report Tab

1. Overview

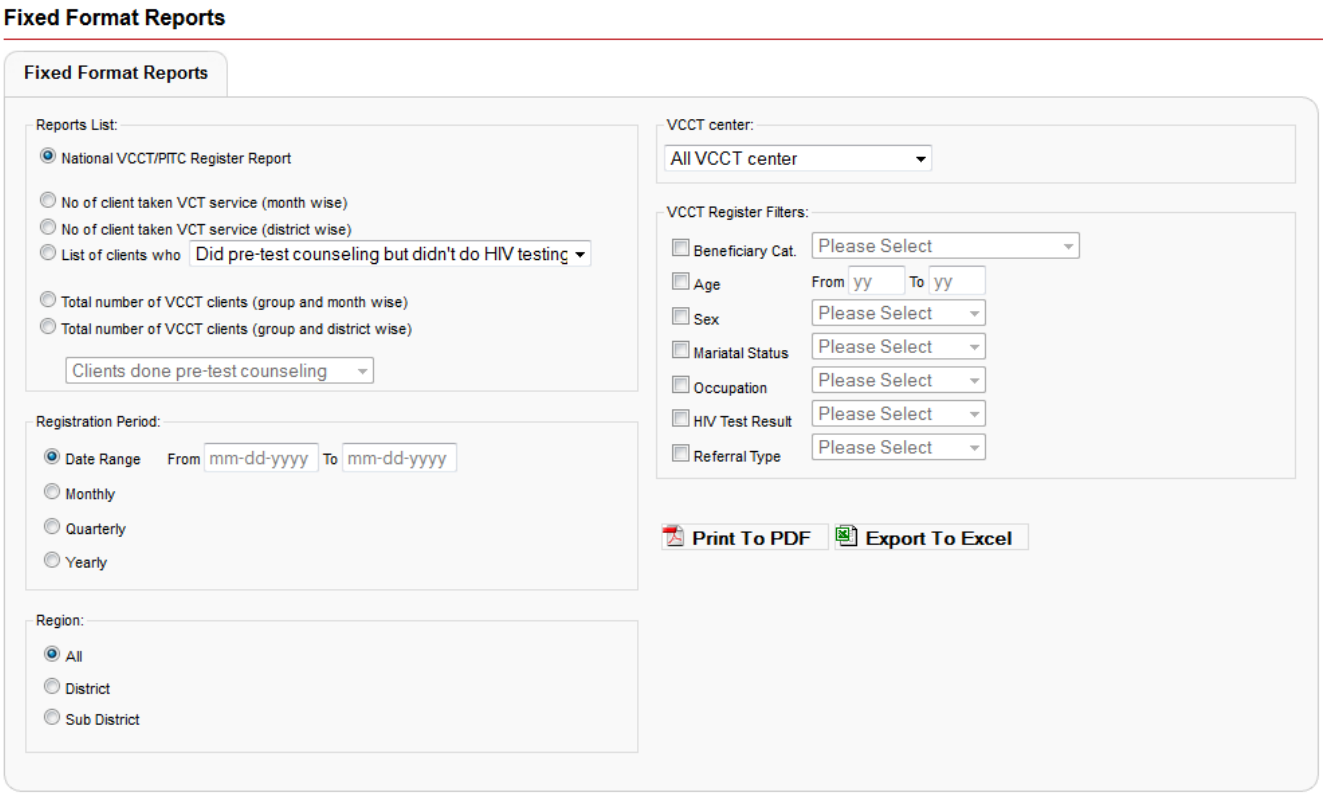
This tab contains the menus to generate various types of reports. Data that were entered in other tabs can be taken as output from this tab. There are total 4 menus in this tab as shown below:

(1) VCCT Reports
(2) ART Reports
(3) PMTCT Reports
(4) STI Reports

2. VCCT Reports Menu

This menu is to generate various reports from VCCT register; such as, list of VCCT clients, details of a particular VCCT client etc.

Click on 'VCCT Reports' menu to go to the reports page. The page will look like shown below:



On the left section of this page, there are total 6 report options, which are:
(1) National VCCT/PITC Register Report
(2) No of client taken VCT service (month wise)
(3) No of client taken VCT service (district wise)
(4) List of clients who:
    - Did pre-test counseling but did not do HIV testing
    - Gave consent for test but did not do HIV testing
    - Did HIV testing but did not do post-test counseling
(5) Total number of VCCT clients (group and month wise)
(6) Total number of VCCT clients (group and district wise)

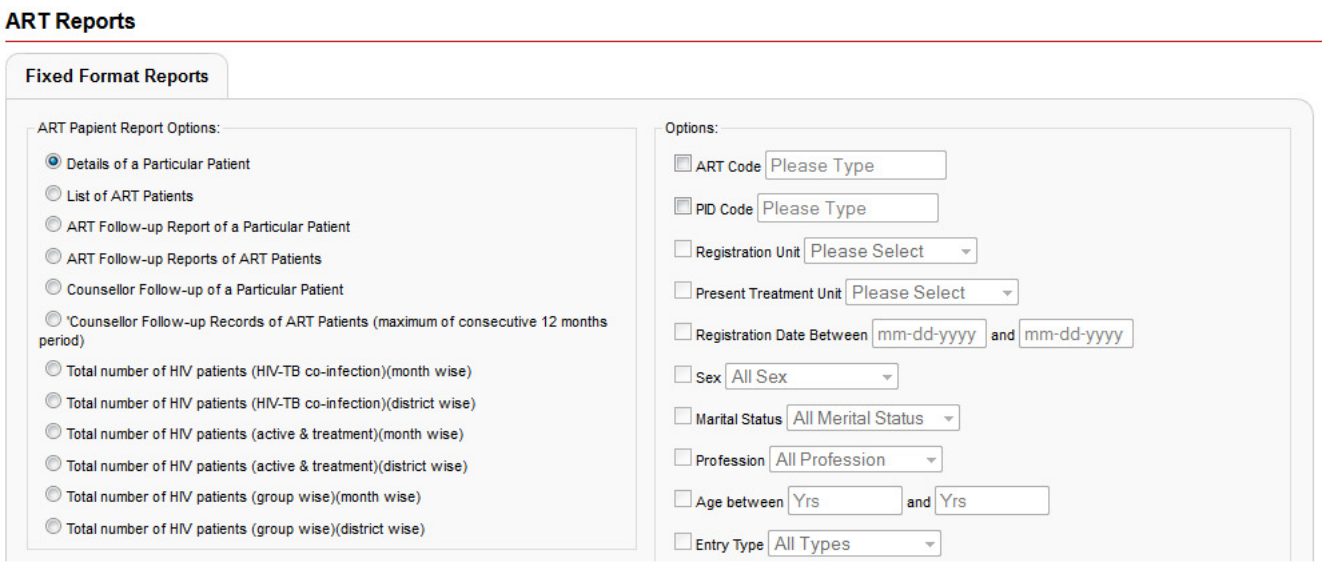
In the other sections of this page, there are filters to generate more specific data.

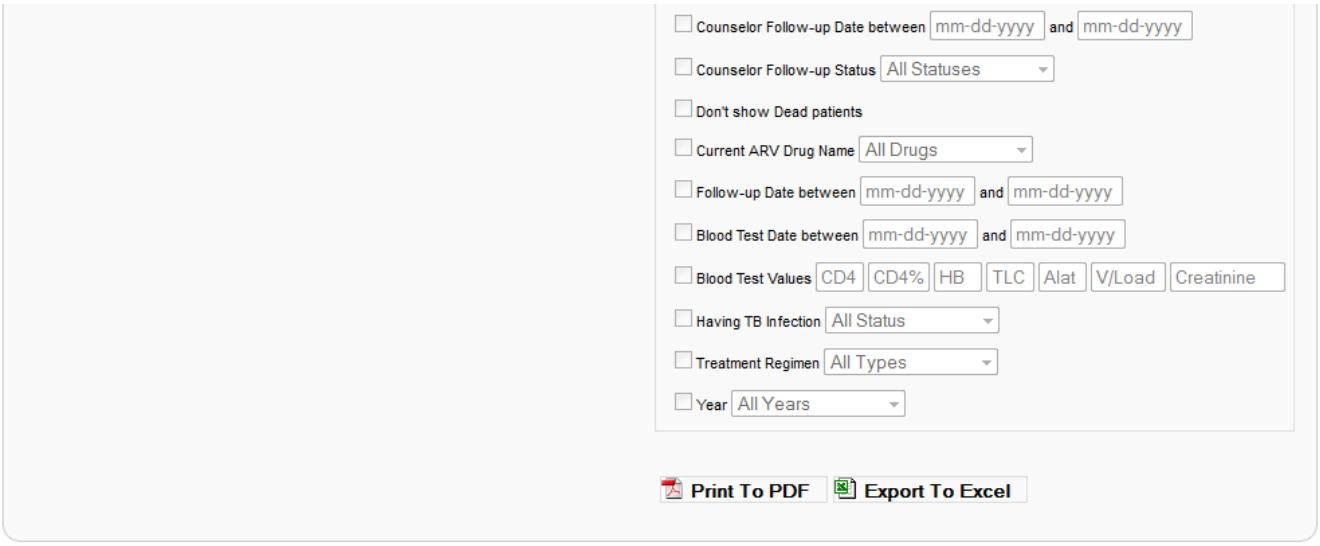
Each of these report options will generate various data in different formats.

3. ART Reports Menu

This menu is to generate various reports from ART register; such as, list of HIV+ve patients, details of a particular patient etc.

Click on 'ART Reports' menu to go to the reports page. The page will look like shown below:


ART Reports
Fixed Format Reports
ART Papient Report Options:
Details of a Particular Patient
List of ART Patients
ART Follow-up Report of a Particular Patient
ART Follow-up Reports of ART Patients
Counsellor Follow-up of a Particular Patient
'Counsellor Follow-up Records of ART Patients (maximum of consecutive 12 months period)
Total number of HIV patients (HIV-TB co-infection)(month wise)
Total number of HIV patients (HIV-TB co-infection)(district wise)
Total number of HIV patients (active & treatment)(month wise)
Total number of HIV patients (active & treatment)(district wise)
Total number of HIV patients (group wise)(month wise)
Total number of HIV patients (group wise)(district wise)
Options:
ART Code Please Type
PID Code Please Type
Registration Unit Please Select
Present Treatment Unit Please Select
Registration Date Between mm-dd-yyyy and mm-dd-yyyy
Sex All Sex
Marital Status All Merital Status
Profession All Profession
Age between Yrs and Yrs
Entry Type All Types


Counselor Follow-up Date between mm-dd-yyyy and mm-dd-yyyy
Counselor Follow-up Status All Statuses
Don't show Dead patients
Current ARV Drug Name All Drugs
Follow-up Date between mm-dd-yyyy and mm-dd-yyyy
Blood Test Date between mm-dd-yyyy and mm-dd-yyyy
Blood Test Values CD4 CD4% HB TLC Alat V/Load Creatinine
Having TB Infection All Status
Treatment Regimen All Types
Year All Years
Print To PDF
Export To Excel

On the left section of this page, you'd see below report options:

(1) Details of a Particular Patient
(2) List of ART Patients
(3) ART Follow-up Report of a Particular Patient
(4) ART Follow-up Reports of ART Patients
(5) Counselor Follow-up of a Particular Patient
(6) Counselor Follow-up Records of ART Patients (max of consecutive 12 months period)
(7) Total number of HIV patients (HIV-TB co-infection)(month wise)
(8) Total number of HIV patients (HIV-TB co-infection)(district wise)
(9) Total number of HIV patients (active & treatment)(month wise)
(10) Total number of HIV patients (active & treatment)(district wise)
(11) Total number of HIV patients (group wise)(month wise)
(12) Total number of HIV patients (group wise)(district wise)

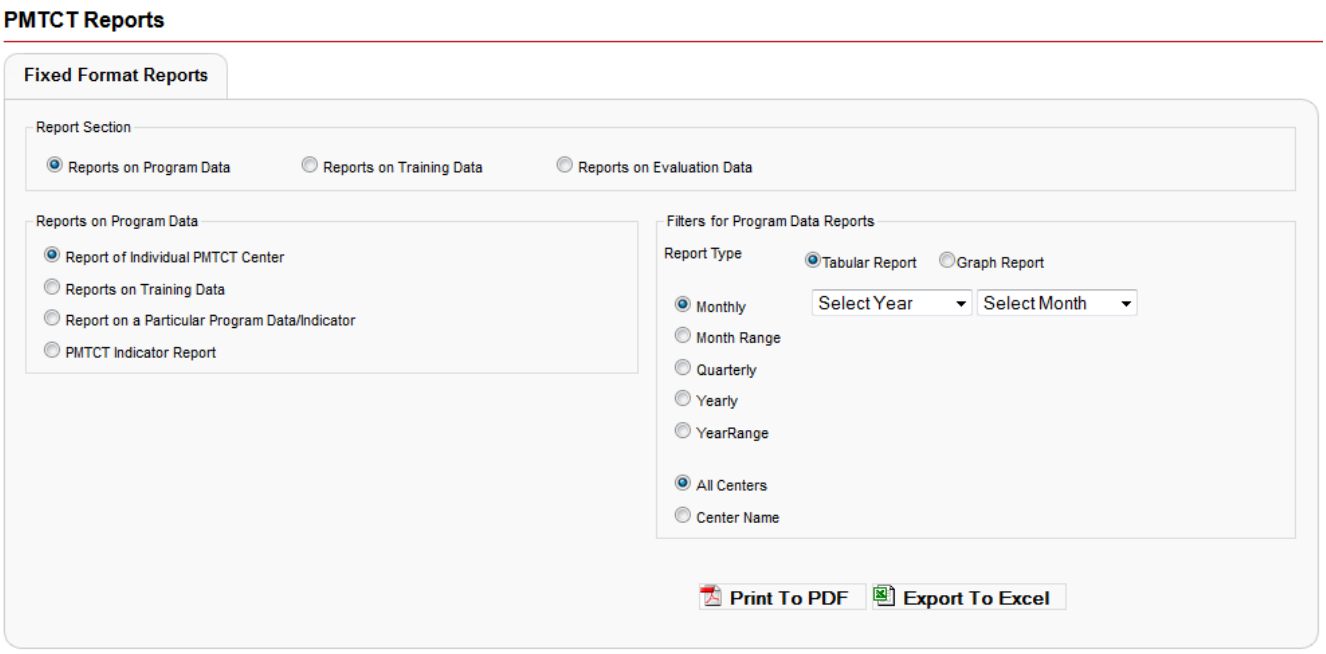
In the other sections of this page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

4. PMTCT Reports Menu

This menu is to generate various reports from PMTCT monthly reports; such as, number of pregnant women done HIV testing and very other reports like this.

Click on 'PMTCT Reports' menu to go to the reports page. The page will look like shown below:



On the left section of this page, you'd see below report options:

(1) Report of Individual PMTCT Center
(2) Reports on Training Data
(3) Report on a Particular Program Data/Indicator
(4) PMTCT Indicator Report

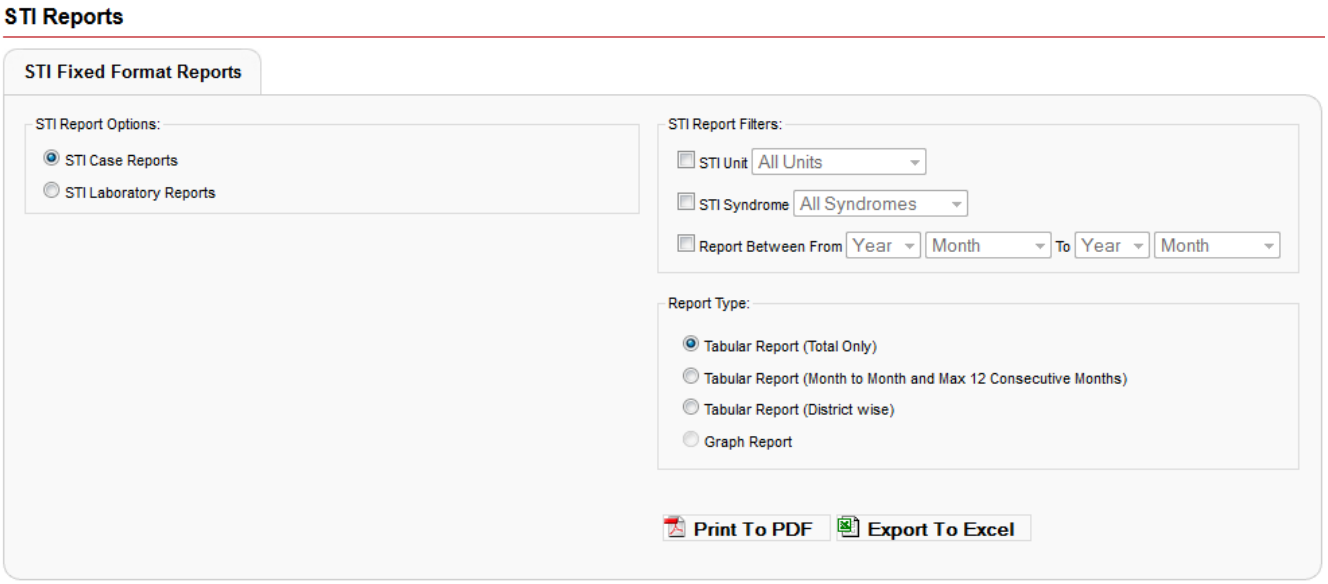
In the other sections of this page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

5. STI Reports Menu

This menu is to generate various reports from STI monthly reports; such as, number of pregnant women done HIV testing and very other reports like this.

Click on 'STI Reports' menu to go to the reports page. The page will look like shown below:



On the left section of this page, you'd see below report options:

(1) STI Case Reports
(2) STI Laboratory Reports

In the other sections of this page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

END OF THE USER MANUAL